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ABSTRACT

Designed to introduce new users to the Alaska State Department of Education's electronic mail system, MAILWAY, this manual is divided into two sections. The first explains the functions and components of an electronic mail system and describes the type of equipment needed to use the system, including basics on equipment hook-up. The second part uses practice exercises to show how to use MAILWAY to create, send, and receive messages with a terminal. There is also a troubleshooting section at the end along with a glossary of terms commonly used with MAILWAY. Sample computer commands for use with MAILWAY are included, as well as two separate reference manuals. One deals with the interface of the Electronic Mail System (EMS) with the MAILWAY system, while the other provides information on creating and sending batched messages. Also mentioned is the availability of a videotape, "An Introduction to the Electronic Mail Systems and MAILWAY Operation," which is designed for those who have never used an electronic mail system before. A quick reference card of MAILWAY commands is attached. (JB)

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Electronic Mail System

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MAILWAY

Training Manual

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State of Alaska
Department of Education
[illegible]

October 1984

Electronic Mail System
MAILWAY
Training Manual

Postmaster Phone Number - 465-2808

Postmaster Address - State of Alaska
Department of Education
Pouch F
Juneau, AK 99811

ATTN: Data Processing - EMS Postmaster

EMS Postmaster Address - MPOSTMASTER

EMS Computer Phone Numbers - call the location nearest you

Anchorage	333-6581
Fairbanks	452-1681
Juneau	465-2481
Ketchikan	225-9200 ~~or~~ ~~225-9300~~

YOUR USER ID: ____________________

YOUR PASSWORD: ____________________

CONTENTS

EMS MAILWAY Valid Addresses..1
MAILWAY Valid Address Lists..2

SECTION 1
FUNCTIONS AND COMPONENTS OF THE ELECTRONIC MAIL SYSTEM

Learning How to Use the Electronic Mail System.................4
What is an EMS?..5
The MAILWAY EMS..5
Equipment You Will Need..6
Equipment Hook Up..7
Your Computer and the Main Computer............................8
Preparing Your Computer to Communicate.........................9

SECTION 2
MAILWAY OPERATION

Commands...11
Beginning and Ending a MAILWAY Session.........................12
    Exercise 1 - Log on and Log Off............................13
Checking Your Mail...15
    Exercise 2 - Listing Mailbox Contents......................15
Deleting Messages..20
    Exercise 3 - Deleting Messages.............................20
Creating and Sending Messages..................................22
    Exercise 4 - Creating and Sending a Message................24
Sending a Message Already Created..............................27
    Exercise 5 - Sending a Message from the OUTBOX.............27
The HELP Command...29
    Exercise 6 - Using the HELP Command........................29
Editing a Message While in the CREATE Function.................30
    Exercise 7 - Editing a Message in the CREATE Function......30
Replying to a Message..35
    Exercise 8 - Replying to a Message.........................36
Forwarding a Message...38
    Exercise 9 - The FORWARD Command...........................39
Copying a Message..41
    Exercise 10 - Copying a Message............................41
Editing a Message Already Created..............................42
    Exercise 11 - The EDIT Command.............................44
The Bulletin Mailbox...46
    Exercise 12 - How to Check the Bulletin Mailbox............46
    Exercise 13 - Sending Messages to the Bulletin Mailbox.....47
Troubleshooting..49
Other MAILWAY Reference Guides.................................51
Glossary...52

EMS MAILWAY VALID ADDRESSES

M AASB
M ACCESS-AK
M ADAK
M AK-RESOURCES
M AK-SKILL-CENTER
M ALASKA-GATEWAY
M ALEUTIAN
M ANCHORAGE

M ANNETTE-ISLAND
M BERING-STRAIT

M BRISTOL-BAY
R BUCARIA
M BULLETIN
M CHATHAM
M CHUGACH
M COMMISSIONER
M COPPER-RIVER
M CORDOVA
M CRAIG
M DELTA-GREELY
M DILLINGHAM
M DOE-AVE
M DOE-CERT
M DOE-CORRESPOND
M DOE-EPS
M DOE-FACILITIES

M DOE-FIELD-SERVICE
M DOE-OIS

M DOE-PUB-INFO

M DOE-FOOD-SERVICE
M DOE-TB
W EUBANK
M FAIRBANKS
M FNSBPL
M GALENA
B GOTTSTEIN
D GRAY
E GRIFFIN
M HAINES
M HISTORICAL-COMM
M HOONAH
S HULL
M HYDABURG
M IDITAROD
M JUNEAU
M KAKE
M KENAI
M KETCHIKAN
M KING-COVE
M KLAWOCK
M KODIAK
M KUSPUK

M L-KUSKOKWIM
M L-YUKON
M LAKE-PENN
M LAN-CIT
M LAN-IS
M LAN-OPS
M LAN-UAF
J LEASK
M MAT-SU
M NEA-ANCH
M NEA-JUN
M NEAA-FAIR
M NENANA

M NOME
M NORTH-SLOPE
M NORTHWEST
M NWREL-PDX
M PELICAN
M PETERSBURG
M POSTMASTER
M PRIBILOF
M RAILBELT

M SAND-POINT
M SCHAEFFER

M SITKA
M SKAGWAY
M SOUTHEAST
M SOUTHWEST
R STROSNIDER
M ST-MARYS

M STATE-LIB-ANC
M STATE-LIB-JUN
M TANANA
M TATITLEK
M UAA-EDUCATION
M UAA-RURAL-ED
M UAF-CONFERENCES
M UAF-EDUCATION
M UAF-PLACEMENT
M UAITC
M UAJ-EDUCATION
M UNALASKA
M VALDEZ
M VOC-REHAB-ANC
M VOC-REHAB-DIS
M VOC-REHAB-EVAL
M VOC-REHAB-FAI
M VOC-REHAB-JUN
M VOC-REHAB-JUNB
M VOC-REHAB-KENAI
M VOC-REHAB-KETCH

M VOC-REHAB-TAC
M VOC-REHAB-WAS
M WRANGELL
M YAKUTAT
M YUKON-FLATS
M YUKON-KOYUKUK

EMS MAILWAY VALID ADDRESS LISTS

/GROUPALL - will send your message to all MAILWAY users

/FUNCBRD - will send your message to all Alaska State Board of Education members

/FUNCDST - will send your message to all Alaska school district offices

/FUNCDOE - will send your message to all divisions within the Alaska State Department of Education

SECTION 1

FUNCTIONS AND COMPONENTS OF THE ELECTRONIC MAIL SYSTEM

LEARNING HOW TO USE THE ELECTRONIC MAIL SYSTEM

This manual has been written to introduce you to the electronic mail system, MAILWAY. If you are unfamiliar with using an electronic mail system, you should begin your training with this book. This manual is divided into two main sections. The first explains the functions and components of an electronic mail system. It describes what type of equipment is needed to use the system, including basics on equipment hook-up. The second part shows you how to use MAILWAY to create, send and receive messages by giving you practice exercises to follow at your terminal. There is also a troubleshooting section in the back of the book, along with a glossary of terms commonly used with our electronic mail system. PLEASE READ THIS MANUAL AND BECOME FAMILIAR WITH THE CONTENTS OF THE OTHER REFERENCE GUIDES. The answers to most of the questions you will have can be found in your package of MAILWAY reading materials. The guides you should have and an explanation of each is listed in the section "Other Mailway Reference Guides".

A video tape titled "An Introduction to Electronic Mail Systems and MAILWAY Operation" is available to use with this manual. The video has been designed for use by those who have never used an electronic mail system before; however, it is a good review for all users and covers the basics of the MAILWAY system. Please call the Postmaster for ordering information about the tape. If you do not have access to VCR equipment, this manual may also be used on its own.

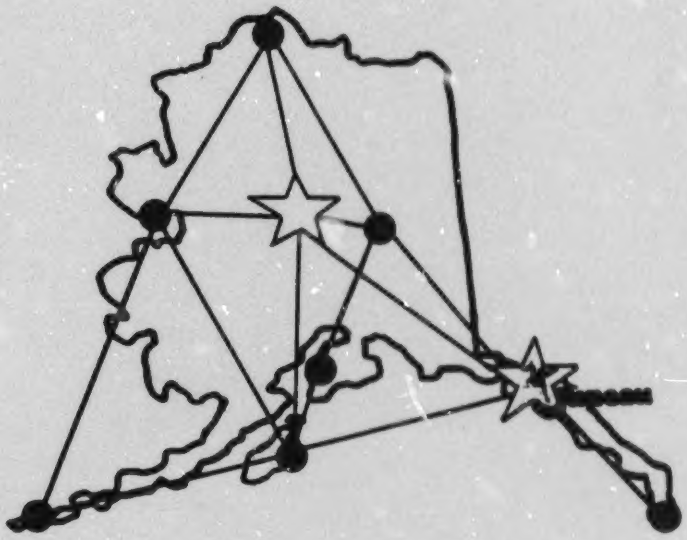
WHAT IS AN EMS?

An electronic mail system, called an EMS, uses computers and telephone lines to send messages from one point to another. Presently, Alaska Department of Education administrators, school district offices, and other agencies exchange information using the electronic mail system.

Messages sent through the electronic mail system can be received within minutes, even over great distances. A printed copy of messages can be obtained without any delays.

THE MAILWAY EMS

The electronic mail system that you will be using is called MAILWAY. The MAILWAY system consists of several offices having their own computers, the telephone system, and a Wang computer at the Department of Education in Juneau. You can think of all the offices as separate mailboxes and the Wang computer as being the main post office, where mail is sorted and distributed to the appropriate mailboxes. The telephone lines are used for the transfer of this information.



EQUIPMENT YOU WILL NEED

Though the computers in offices using an MAILWAY may differ, the equipment necessary to communicate data is basically the same. The important thing to remember is that you need certain pieces of equipment that are properly connected to send information to and receive information from the Wang computer.

1. The Computer - Whether a PC, word processor, or portable typewriter-like terminal, you are able to control (direct) how and when you send and receive messages through your computer.

2. The Modem - This is a device which allows a computer to communicate with other computers that are separated by distances. Data signals from your computer are sent to the modem, where they are converted to phone signals. Then they are ready to be sent through the telephone network to the main computer in Juneau, where a modem on that end translates the phone signals back to data signals so that the main computer can read them.

In your office, the modem may be a separate piece of equipment or may be located inside your computer.

3. The Phone - The phone in your EMS office is used to establish the connection you make with the main computer in Juneau. If you do not have a phone, you may have a modem which does the dialing for you. This is called an auto-dial modem. If you have a phone set up next to a modem with your other EMS equipment, you will manually dial the phone to call the main computer. Either way, once the number is dialed and line is open, information can be transmitted.

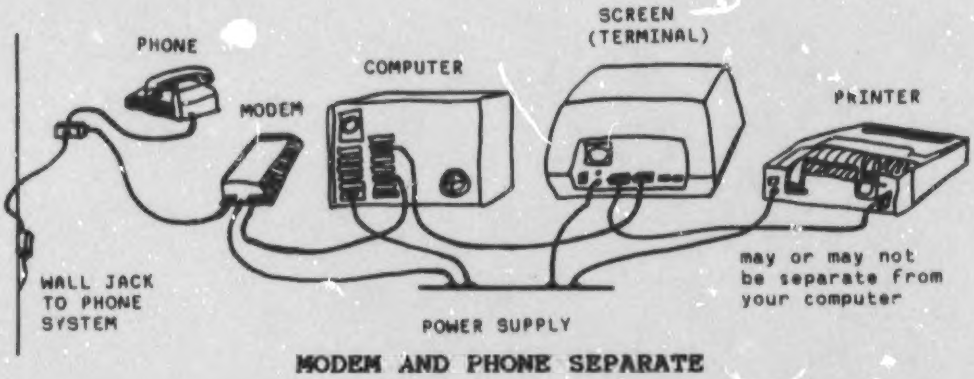
4. The Printer - The printer in your office may be connected by cables to your computer terminal so that you can print the information you are displaying on your screen. This allows you to keep or distribute a hard (paper) copy of messages that you receive, or to keep a file of messages you've sent. You may have a combination terminal-printer, or a typewriter-like terminal.

Take time at this point to look at and define the components you use to communicate with the central computer in Juneau.

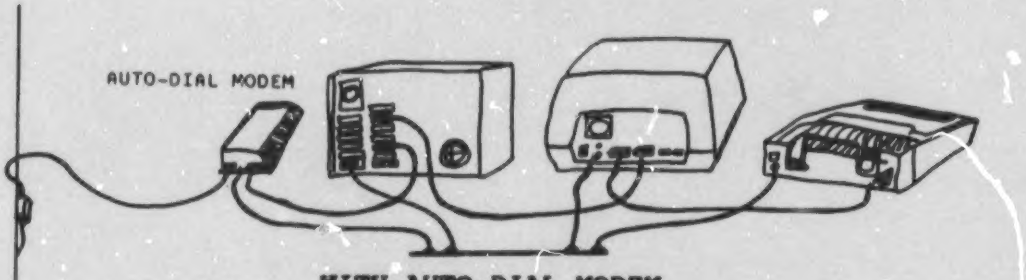
EQUIPMENT HOOK UP

Power cords connect each device to the power supply. Connector cables connect components to each other. The phone equipment (phone, modem to wall jack) is connected by thin telephone cords.
Become familiar with how your equipment is hooked up. This is a good place to start troubleshooting if you ever experience equipment problems when using the system.

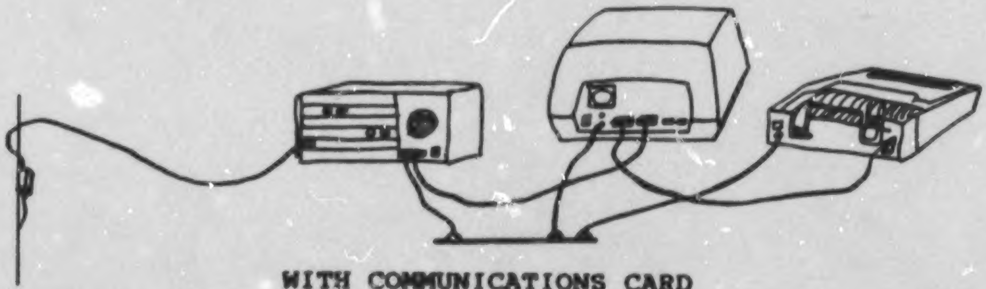
The following diagrams will show three different EMS office equipment configurations and how the components of each are connected.


SCREEN
(TERMINAL)
PHONE
COMPUTER
MODEM
PRINTER
may or may not
be separate from
your computer
WALL JACK
TO PHONE
SYSTEM
POWER SUPPLY

MODEM AND PHONE SEPARATE


AUTO-DIAL MODEM

WITH AUTO-DIAL MODEM



WITH COMMUNICATIONS CARD
(CARD INSIDE COMPUTER)

YOUR COMPUTER AND THE MAIN COMPUTER

Your computer is a system in itself and you can operate it without the aid of the the main computer. The main computer in Juneau is also a system in itself and can operate on its own when you are not dialed into it.
Before you are dialed in, you are communicating only with your own computer. You have to give it instructions to get it to the point where it is ready for you to dial into the main computer. The main computer is also in operation when you are not dialed into it. It may be sorting mail for different mailboxes, or it may be following instructions that the operators are giving it to, say, set up a new mailbox.

It is only when you are dialed in that both systems are working together. When you are dialed into the main computer you are online, or interactive with it. When you are online with the main computer, you are talking back and forth with it. The main computer asks questions, and you give it answers, or instructions to follow, just as you do with your own computer when you are not dialed in.

From the point when you have established the connection with the main computer and it asks you for your first response, you are interactive with it. This interactive state continues the entire time you are communicating with the main computer, as you are sending and receiving messages. The interactive state stops when you disconnect from the main computer, and you are no longer talking with it.

Whenever you are dialed into the main computer you are using a phone line. It is your communication link with the main computer. Questions that the main computer asks you and the answers that you respond with are converted into signals and carried back and forth over the phone lines. You are charged for the use of these phone lines, just as you are when you are calling long distance to talk to people. For this reason, it makes sense to limit your calls to the main computer to as short a time as possible. We will discuss ways in which you can shorten the amount of time you need to be dialed in a little later.

PREPARING YOUR COMPUTER TO COMMUNICATE

Before learning how to use the MAILWAY system, become familiar with the operation of the components of your own computer system. Read the manuals that came with your equipment. If there are things about it you do not understand, see if someone in your office can help you, or contact the company you bought it from. You can also contact the Postmaster and he/she will help you get started.

The steps involved in getting your computer ready to use the mail system will depend on what type of computer you have.

Your computer has special programs that it runs that allows it to communicate with other computers. This is called communications software. This allows special formats to be set for communicating data signals.

There may be certain instructions you type into your computer to get it ready to communicate with the main computer. You may have a special menu on your terminal that you choose the communications option from.

You will also need to prepare your printer to print what is being listed on your screen. Most printers allow you to start and stop printing what is being listed when necessary. Become familiar with the special keys you need to press or special instructions you have to issue to start and stop your printer. This will allow you to print messages from your mailbox so that you can distribute them to the individuals addressed.

When you have all of your equipment set up to communicate with the main computer, you will be ready to dial in. The number you will use to dial into the main computer is provided on the first page of this book.

For those of you using a Gnat computer, a manual has been provided to you which shows how to set up your computer and other components. The title of this manual is the Electronic Mail System MAILWAY Gnat Reference Guide, and has been provided in the packet of materials you received from the Department of Education.

SECTION 2

MAILWAY OPERATION

COMMANDS

Different types of computers have their own special vocabularies that they are designed, or programmed, to understand. They ask questions, give prompts, and the operator responds with answers, or commands that their computer understands.

Your own computer has it's own list of words that it can recognize and you use these words to talk to it. When you are dialed into the main computer and using the MAILWAY system, you use a different set of commands that it can understand. The prompt that MAILWAY gives you when it is expecting a response is the question mark symbol (?). When you see this symbol, you know that MAILWAY is waiting for a valid command.

We will show you the MAILWAY commands as we go through each step of using the mail system.

A MAILWAY Command Quick Reference card has also been provided to you. It has been designed for reference on the format and use of MAILWAY commands. Detailed definitions of MAILWAY commands are provided in the Electronic Mail System MAILWAY Reference Manual.

BEGINNING AND ENDING A MAILWAY SESSION

You can think of the MAILWAY system as several addresses, or mailboxes, with the main computer in Juneau being the post office. Everyone on the MAILWAY system has a separate mailbox, just as people do at the post office. You can imagine how difficult it would be to find your letters and packages if all mail was put into one large bin at the post office. The main computer does the same sorting as post office personnel do when you send and receive mail. Electronic mail addressed to you goes into your own mailbox. Before you can look at your incoming messages, or send messages out, you need to identify yourself to the main computer. This is called logging on. It is the same idea as using a key to unlock a box at the post office. You have a key to unlock your electronic mailbox. This key is your User ID and your Password. It is a unique combination of letters that you will use to unlock it. After you have dialed into the main computer and it receives the first signal from your computer, it will prompt you for your User ID and Password.

Your User ID tells the computer that your office or agency is a mail system user and what your address is. Your Password links with the User ID to screen unauthorized users.

Learn your User ID and Password from another EMS operator in your office, from your supervisor, or from the EMS Postmaster. The telephone number to reach the Postmaster is listed on the first page of this manual.

Once you know your User ID and Password, write them in the space provided on the first page of this book. Practice typing them at your terminal keyboard. The more familiar you are with your User ID and Password, the easier it will be to log on when you call the computer the first time.

You lock your mailbox when you are finished using MAILWAY by logging off.

The sequence and the prompts the computer gives you, and how you are expected to respond (in underscore) to them are shown on the next page. A practice session to learn how to log on and log off follows.

Log On - Log Off Session

```
MAILWAY CENTER S0010000    01/31/84                        10:59AM
ENTER NAME
? MADAK
ENTER PASSWORD
? *****
WELCOME ADAK   INBOX =  2   OUTBOX =  9
PRIORITY = 3, SECURITY = 3, HOME CONFIRM = NO, REPLY REQUESTED = NO

HELLO NEW USER: WELCOME TO THE NEW ELECTRONIC MAIL SYSTEM
? L

MAILWAY CONNECTION TIME (HH:MM)
OKAY TO DISCONNECT (YES/NO) ? Y
```

Exercise 1 - Log On and Log Off

This exercise will teach you how to log on to and log off from MAILWAY.

1. Prepare your equipment to communicate with the main EMS computer.

2. Dial the number (listed on the first page of this book) to reach the main computer.

3. a. The EMS Mailway Center name, date and time should appear across the top of the screen along with a line that says, "ENTER NAME".

   b. Look at the left of the screen for the question mark prompt:
      ?

   c. Type in your user ID, and press RETURN.

   d. Type in your password over the mask and press RETURN.

      If you see "NAME COULD NOT BE IDENTIFIED PLEASE TRY AGAIN", go back to step 3c. Be sure you are using the correct user ID.

   e. Wait for the next prompt.

      If you see "PASSWORD COULD NOT BE IDENTIFIED PLEASE BEGIN AGAIN", go back to step 3c.

f. When your mailbox is open, the computer will respond with an EMS greeting line, and then some information on your mailbox. It will show you how many messages it has, and other user information, called mailing parameters. These parameters are pre-assigned by the Postmaster, and will be discussed later, when you learn how to create messages. After the greeting and information lines, MAILWAY will display another ? prompt. It is now ready for you to enter a command.

4. a. Close your mailbox, or log off, by typing: L and press RETURN

NOTE: If you make a typing mistake, simply press RETURN and wait for the prompt to be repeated.

b. The computer will respond,

```
"MAILWAY CONNECTION TIME (HH:MM)
"OKAY TO DISCONNECT (YES/NO) ?"
```

Type: YES
or
Y

c. Then press RETURN.

NOTE: You can use the abbreviation "Y" for "YES" on the MAILWAY system and the abbreviation "N" for "NO". Most MAILWAY commands have an abbreviated form which you can use instead of the full word. These are listed on your MAILWAY Command Quick Reference Card.

CHECKING YOUR MAIL

Your mailbox has two sections which help organize your mailbox contents, just like an In and Out basket on a desk. The INBOX section holds the messages that are sent to you. The OUTBOX section holds messages which you have created. Even when you've sent a message, a copy of it remains in your OUTBOX.

When you want to check your mailbox for messages sent to you, you will need to specify that you would like to look at your INBOX items. OUTBOX is specified when you want to look at the messages you've created.

It is important to check your mail on a regular basis. Once a day or once every other day is recommended.

You can list your INBOX or OUTBOX messages in several different ways. You can get short listings (indexes) of all the items in your INBOX or OUTBOX. You can list an entire mail message by itself, or can get all of the items printed together.

Exercise 2 - Listing Mailbox Contents

1. a. Get your equipment ready to dial in.

   b. Call the main computer.

   c. Open your mailbox by entering your user ID and password, when prompted.

   (Remember that if you make a typing mistake, you can press RETURN to have the prompt repeated.)

2. Once again you are at the first question mark prompt.

   a. Type: INBOX (RETURN)

19

Looking at this list is a little like looking at the outside envelopes before you open letters that come in the mail. You can tell something about the messages without looking at the body of any of them. The information in the list is called an index.
The list you get from the command INBOX contains the following information.

INBOX Number
Message Title
Date and Time message was received
Author of the mail message
The "MAIL ITEM ID" (the computer assigns this number to messages)
Priority and Security of the mail message
The approximate number of lines in the message
Prints "NEW MESSAGE" if this is the first time the message has been listed on the INBOX index.

b. If you get the message, "YOU CURRENTLY DO NOT HAVE ANY INBOX ITEMS", try this exercise again at a later time.

c. Wait for the ? prompt, after the listing stops.

3. a. Type: PRINT INBOX ALL

This will print all messages, in their entirety, listing the newest first.

b. Wait for the ? prompt, after the message print-out finishes.

4. Your messages are still in your mailbox (INBOX) even though you printed them. They will remain there until you delete them. To prove it, select one of the messages by number and type that number after the PRINT INBOX command:

```
PRINT INBOX ###
```

(### represents the number, one or more characters, of the message you wish to print - do not type the # sign; do put a space between the command and the number.)

Be sure that you understand that the INBOX command used alone will print an index of the mail messages sent to you. The commands PRINT INBOX ALL and PRINT INBOX ### will print the entire messages.

5. Close the mailbox:

   a. In response to the ? type L (RETURN)

   b. The computer will respond,
      "MAILWAY CONNECTION TIME (HH:MM)
      "OKAY TO DISCONNECT (YES/NO) ?"

      Type: YES
      or
      Y (RETURN)

Be sure that you understand that the INBOX command used alone will print an index of the mail messages sent to you. The commands PRINT INBOX ALL and PRINT INBOX ### will print the entire messages.

The same PRINT command formats can be used to list OUTBOX items. Remember, the OUTBOX section of your mailbox contains messages that you've created. Replace the word INBOX with OUTBOX to check your OUTBOX items. Using either INBOX or OUTBOX, you can:

1) List an index of all items
2) List all messages in their entirety
3) List one or more specific message

Listed on the following pages are commands that can be used to check your mail. Be sure you understand the difference between INBOX and OUTBOX. INBOX messages are those which have been sent to you. OUTBOX messages are those which you have created. When checking your mail (the messages sent to you), you will be using the INBOX command.

COMMAND	
INBOX	Prints an index of received mail messages, listing the newest mail messages first
INBOX BY SIZE	Prints an index of mail received mail messages, the ones with the smallest number of lines first
PRINT INBOX ALL	Prints messages with the newest first
PRINT INBOX BY SIZE	Prints messages with the smallest number of lines listed first
PRINT INBOX ###	Prints the message number (###)
PRINT INBOX ###, ###	Prints the message numbers specified
PRINT INBOX ### FROM 10	Prints the message number (###) from line 10 to the end of the message
PRINT INBOX ### TO 42	Prints the message number (###) from the first text line to line 42
PRINT INBOX ### FROM 2 TO 8	Prints text lines 2 through 8 of the message specified

COMMAND	
OUTBOX	Prints an index of all messages you have created, listing the oldest messages first
OUTBOX BY SIZE	Prints an index of all messages you have created, ones with the smallest number of lines listed first
OUTBOX IF SENT	Prints only the messages that the computer has sent, oldest message listed first
OUTBOX IF NOT SENT	Prints only the messages that the computer has not sent, oldest message listed first
PRINT OUTBOX ALL	Prints messages with the oldest messages listed first
PRINT OUTBOX BY SIZE	Prints messages with the smallest number of lines listed first
PRINT OUTBOX ###	Prints the message number (###)
PRINT OUTBOX ###, ###	Prints the message numbers specified
PRINT OUTBOX ### TO 8	Prints the message specified from start to line 8
PRINT OUTBOX ### FROM 9	Prints the message specified from line 9 to the end
PRINT OUTBOX ### FROM 3 TO 9	Prints the message specified from line 3 through line 9

DELETING MESSAGES

Just like a rectangular box at the Post Office, an electronic mailbox can become overstuffed with mail. It is necessary to empty out the mailbox regularly, so that it can accept new messages.

Messages that have been printed on paper, and delivered to the addressees, normally do not need to be kept in your computer mailbox.

The DELETE command is what you use to eliminate a message (or group of messages) from your mailbox. The DELETE command allows you to delete INBOX messages (those sent to you) and OUTBOX messages (those which you have created). There may be "old" messages in your mailbox, ready to be deleted right now.

Learn how to delete messages by completing the following exercise.

Exercise 3 - Deleting Messages

1. Get your equipment ready, as before.

2. Call the computer, and log on.

3. List the INBOX message index (index of messages sent to you) by typing:

   ```
   INBOX  (RETURN)
   ```

   This will list the index of INBOX messages, with the newest messages first.
   (NOTE: Using the command OUTBOX to get the OUTBOX message index will list the oldest messages first.)

4. a. Now determine the message number of the oldest message in your INBOX. It should be the last in the INBOX message index,

   INBOX NO: ###.

   b. Using that message number (###) enter:

   ```
   DELETE INBOX ###  (RETURN)
   ```

   c. When the computer asks, "OKAY TO DELETE (YES/NO) ?"

   press Y (RETURN)

   if you are sure that the message number you entered is correct.

24

d. If you typed the wrong number, press N (RETURN)

in response to "OKAY TO DELETE (YES/NO) ?", then go back to step 4c.

e. Wait for the notice, "ITEM ### HAS BEEN SUCCESSFULLY DELETED", and the new ? prompt.

5. a. Now type INBOX (RETURN)

b. Observe that the message you just deleted no longer appears in the INBOX index.

6. If you wish to delete more than one message from your INBOX, enter:

DELETE INBOX ###, ###, ### (RETURN)

Make sure that you enter the correct message numbers and separate them by commas.

7. a. If you wish to delete all of the messages in your INBOX, enter:

DELETE INBOX ALL (RETURN)

b. The computer will ask if you want to delete all of the messages in your INBOX. If you are sure that it is okay to delete all messages, enter:

Y (RETURN)

8. When you get the new ? prompt, close your mailbox by typing:

L (RETURN)

The computer will respond,

"MAILWAY CONNECTION TIME (HH:MM)
"OKAY TO DISCONNECT (YES/NO) ?"

Type: YES
or
Y (RETURN)

NOTE: The DELETE command can be used to delete OUTBOX messages exactly the same way as INBOX messages. Just replace the word INBOX with OUTBOX.

CREATING AND SENDING MESSAGES

Messages can be created while you are interactive with the main computer, or can be created in batch mode on your own computer when you are not dialed in. Your computer may have special programs in it which allow you to create messages and store them until you are ready to dial in and send them through the main computer. Several messages can be created and stored in one place in your computer, so that when you are interactive with the main computer you can send them all at once. This cuts down the amount of time that you need to be dialed into the main computer. Different computers vary in the way they operate in batch mode. For this reason, we will show you how to create messages while you are interactive with the main computer. For further information on how to send batched messages, see the Electronic Mail System MAILWAY Batch Mode Reference Guide.

In the CREATE function you will see prompts for line numbers, different message section headings, and questions to which you will respond YES or NO. Y and N may be used in place of YES and NO. After each response or line you type, press the RETURN key.

The letter T, M, or D will follow each line number and stand for the text, mailing parameter, or distribution parameter sections, respectively.

The Text section of your message is the actual body of the message.

The Mailing parameter section lists the Priority and Security of the message and the Home Confirmation and Reply Requested values. These are default values, meaning they are automatic. This is information that the MAILWAY system gives you and you usually accept without changing.
When creating messages, never change the Priority or Security values. These values have been set up by the Postmaster to insure that messages are sent and distributed properly. The Home Confirmation option should also keep the default value. The Reply Requested value may be changed.

The Distribution parameter section of your message is where you list the address for users to receive the message. As with the postal service, mail is sent to a specific address. An address can refer to an individual, as in the case of a Board of Education Member, or to a group, as in the case of a District office. Normally, the name of the individual, district, or other office will be used as the address. One valid address may be listed per line. A list of valid MAILWAY addresses can be found on the page 1 of this guide. Mail can also be sent to common groups of mailboxes, using what is called an address list. The address list name is entered on the distribution line. If you needed to send the same message to a particular group of MAILWAY users, you would use one address for that group. An example of this would be sending the same message to all district offices. Regardless of their location, each office would receive a copy of the message. The MAILWAY Postmaster creates the group address lists. A list of current address list names can be found on page 2 of this guide.
If an invalid address is given on a distribution parameter line, MAILWAY will display an error message.

Occasionally, it will be necessary for the Postmaster to change an address. You may want to keep a copy of the valid addresses handy so that you can write any changes down when notified by the Postmaster.

A sample CREATE session is shown below (responses you give the computer are underscored), followed by an exercise to help you learn how to create a message.

Creating a Message Session

```
  ? CREATE
  OUTBOX NUMBER: 4
  TITLE : PRACTICE MESSAGE
  ***TEXT ENTRY***
  100T THIS IS A TEST MESSAGE FOR THE POSTMASTER.
  200T PLEASE SAY HELLO.
  300T PLEASE DELETE WHEN RECEIVED.
  400T THANK YOU
  500T /END
  ***MAILING PARAMETERS ENTRY***
DO YOU WANT TO USE YOUR DEFAULT MAILING PARAMETERS (YES/NO) ? NO
600M PRIORITY: 3            CHANGE VALUE (YES/NO) ? NO
700M SECURITY: 3            CHANGE VALUE (YES/NO) ? NO
800M HOME CONFIRMATION: NO  CHANGE VALUE (YES/NO) ? NO
900M REPLY REQUESTED: NO    CHANGE VALUE (YES/NO) ? YES
1000M REPLY DATE: (MM/DD/YY) ? 01/07/85
***DISTRIBUTION PARAMETER ENTRY***
1100D MPOSTMASTER
1200D /END
OUTBOX NUMBER 4
TITLE: TEST MESSAGE
SEND (YES/NO) ? YES
ITEM ID 001-2374A HAS BEEN PREPARED FOR SENDING
? L
MAILWAY CONNECTION TIME (HH:MM)11:12
OKAY TO DISCONNECT (YES/NO) ? YES
CURRENT MAILWAY SESSION HAS BEEN TERMINATED
```

Exercise 4 - Creating and Sending a Message

1. Dial into the main computer and log on.

2. Type the following instruction: CREATE (RETURN)

3. Observe that the computer responded with an OUTBOX number. Remember that messages you create are put in the OUTBOX section of your mailbox. They are assigned an OUTBOX number when you create them.

4. Your first prompt is for the title of the message.

5. In response to this prompt, type:

   PRACTICE MESSAGE (RETURN)

   IMPORTANT - Message titles must never be over 25 characters long.

6. The computer will respond with a line that says:

   TEXT ENTRY

   This indicates that you are now in the text entry section of the message. This is the section where the actual lines of the message are typed in.

7. Your next prompt is for the first line of the message (the first text section line). You can correct typing errors using either the CONTROL H or the BACKSPACE keys, depending on your computer. After each line is typed in, press the RETURN key. In response to:

   ```
   100T  type:   THIS IS A TEST MESSAGE FOR THE POSTMASTER.
   200T  type:   PLEASE SAY HELLO.
   300T  type:   PLEASE DELETE WHEN RECEIVED.
   400T  type:   THANK YOU.
   500T  type:   /END
   ```

   IMPORTANT - Lines in the text section of your message must never be over 71 characters long.

8. Next to line 500T, you typed: /END. This command will end the text section of your message and begin the mailing parameters entry section. The mailing parameters section asks questions that will determine how your message will be sent.

9. Type in the following responses to the next questions asked.

```
DO YOU WANT TO USE YOUR DEFAULT MAILING PARAMETERS (YES/NO)
? NO
700M PRIORITY 3            CHANGE VALUE  (YES/NO) ? NO
800M SECURITY 3            CHANGE VALUE  (YES/NO) ? NO
900M HOME CONFIRMATION     CHANGE VALUE  (YES/NO) ? NO
1000M REPLY REQUESTED      CHANGE VALUE  (YES/NO) ? YES
REPLY DATE: 01/07/85
```

If you had entered YES in response to the first question above, the default mailing parameters would have been used to send your message. Default values are automatically assigned by the computer.

NEVER change the default values of 3 on the Priority or Security parameters.
The default value on Home Confirmation is NO. Do not change this value.
The default value on Reply Requested is NO. By changing it to YES, you can state that you want a reply to your message. The computer prompts you for the date that you want the reply. When the recipient prints the message, a line stating that a reply is requested on the specified date will be included.

10. After you answer all of the questions in the mailing parameter section, the computer will display:

```
***DISTRIBUTION PARAMETERS ENTRY***
```

In this section you type in a valid address of who is to receive the message. You can send a message to more than one address, but make sure that you type only one address in each line. (Press the RETURN key after each line.) In response to:

```
1100D  type:   MPOSTMASTER
1200D  type:   /END
```

MPOSTMASTER is the valid address for the Postmaster. If you had wanted to send the message to a group of users using one address, you would use one of the group addresses found on page 2 of this guide. The /END command you typed in line 1200D will end the distribution parameter section.

11. The computer responds with the OUTBOX number and the title of the message. The next prompt you get will ask if you want to send the message:

```
SEND  (YES/NO) ?
```

Next to the question mark, type: YES
or
Y (RETURN)

The next line will say:

ITEM ID ###-##### HAS BEEN PREPARED FOR SENDING

and your message will have been sent.

12. Remember that you INBOX contains messages sent to you and your OUTBOX contains messages you have created. Any message you create and send will remain in your OUTBOX until you delete it. To see that the message you just sent is still in your OUTBOX, list your OUTBOX index.

    a. Type: OUTBOX (RETURN)

    b. Note that the message you just created and sent is listed in the index.

    b. Close the mailbox with L (RETURN)

    c. In response to the question, "OKAY TO DISCONNECT?",

    type: YES
    or
    Y (RETURN)

In this exercise you created a message while interactive with the main computer. The telephone was being used the whole time, and you were being charged for the use. These are some of the ways that you can keep your online time to a minimum:

- Create messages ahead of time; know what you want to say so you won't have to compose as you go. Have the message written down and work from that while you're online.

- Have the valid EMS addresses ready before you log on. This saves you the time of searching for the address while you're online.

- Be familiar with MAILWAY commands and procedures before logging on.

- Create messages in batch mode. This procedure is explained in the Electronic Mail System MAILWAY Batch Mode Reference Guide.

SENDING A MESSAGE ALREADY CREATED

You learned in the last exercise that when you create a message, you automatically get a prompt that asks if you want to send the message. You will usually respond YES to the send prompt. There may be times however, when you will want to wait before you send the message. If you respond NO to the send prompt while in the CREATE function, the message will not be sent, but a copy of it will be stored in your OUTBOX. When you do decide to send the message, you can use the SEND command. It allows you to send messages from your OUTBOX when you are not in the CREATE function.

Exercise 5 - Sending a Message from the Outbox

Follow the steps below to practice sending a message that you have already created.

1. Call the main computer, and log on.
2. Wait for the first ? prompt.
3. Type OUTBOX and press RETURN.
4. Make a note of the number of the message with the title "PRACTICE MESSAGE". (This was the message you created in the last exercise.)

   There are four different formats of the SEND command that you can use at the ? prompt, all listed below.
   # stands for the message number.

   (1) SEND #

   (2) S #

   (3) SEND

   (4) S

   If you specify the message number with the SEND command, as in examples 1 and 2, the computer will respond with the message title.
   If you type only SEND or S, as in examples 3 and 4, the computer will prompt you for the message number.

5. At the ? prompt, enter SEND (RETURN). The next line should ask for the message number. Type in the number of the message titled, "PRACTICE MESSAGE" and press RETURN, as shown below.

   ```
   ? SEND   (RETURN)
   SEND OUTBOX NUMBER: #  (RETURN)
   ```

6. The title of the message and a send prompt will be listed. Type in YES or Y (RETURN). A message saying the item ID has been prepared for sending will be displayed and your message will be sent.

   ```
   TITLE: PRACTICE MESSAGE

   SEND (YES/NO) ? YES  (RETURN)
   ITEM ID ###-##### HAS BEEN PREPARED FOR SENDING
   ```

7. Log off from the main computer.

An OUTBOX message must have at least one text line followed by valid mailing and distribution parameters to be sent. If you request a message to be sent and do not have all of the needed information, a message will be displayed showing the missing or invalid information. How to edit a message already created is discussed later in this manual.

THE HELP COMMAND

The HELP command will list all of the valid MAILWAY commands. To get a detailed description of one of the commands, type an H, followed by the full command word. For example, if you want to learn about the CREATE command, you would type HCREATE and press RETURN.

Exercise 6 - Using the HELP Command

1. Dial into the main computer and log on.
    - a. Now you have your first question mark prompt.
    - b. Type in this response: HELP
    - c. Then press: RETURN
    - d. Wait for the response to the HELP command to print out. It is list of the EMS commands.
2. a. Beside the next ? prompt, enter:

    HCREATE (RETURN)

    - b. This is a detailed description of the CREATE command.
3. At the next ? prompt, log off.

EDITING A MESSAGE WHILE IN THE CREATE FUNCTION

You've already learned how easy it is to create and send a message. You will be pleased to know that a message can be edited before it is sent. You can learn how to edit a message by typing instructions to line number prompts. These instructions will allow you to re-do a parts of a message that you are creating.
Below is an exercise to learn how to use the special edit commands while in the CREATE function.

Exercise 7 - Editing a Message in the Create Function

1. At the ? prompt, type: C or CREATE and press RETURN

   The computer will respond with the OUTBOX number.

2. Now begin typing the message, pressing RETURN after each line.

   ```
   TITLE: EDITING PRACTICE
   ***TEXT ENTRY***
   100T THIS IS A PRACTICE MESSAGE.  I AM LEARNING HOW
   200T TO EDIT A MESSAGE.
   300T DELETE THIS MESSAGE WHEN YOU RECEIVE IT.
   400T /
   ```

3. The slash (/) entered on line number 400T returns a ? prompt. This allows you to insert new lines, rewrite lines, or delete lines in your message. Here you will rewrite line 200T. Next to the ? prompt, type 200T and the revised text. The letter T must be used with the line number. The T tells the computer that you are changing a text section line.

   ```
   ? 200T TO EDIT A MESSAGE WHILE CREATING IT.
   ```

4. Press the RETURN key. The next line number prompt will begin where you entered the slash, in line number 400T. This allows you to enter another command for editing, enter more text lines, or end the text entry section. End the text entry section by typing /END next to line 400T:

   ```
   400T /END
   ```

5. This will begin the mailing parameters section. Type YES (RETURN) to the default mailing parameters question.

   ```
   ***MAILING PARAMETERS ENTRY***
   DO YOU WANT TO USE YOUR DEFAULT MAILING PARAMETERS (YES/NO)
   ? YES
   400M PRIORITY: 3
   500M SECURITY: 3
   600M HOME CONFIRMATION: NO
   700M REPLY REQUESTED: NO
   ```

The mailing parameter defaults are printed, then the distribution parameter section will begin.

6. Type MBULLETIN next to line 800D and press RETURN.

```
***DISTRIBUTION PARAMETER ENTRY***
800D MBULLETIN
```

Distribution parameter lines can also be inserted, rewritten, and deleted. Here you will rewrite line 800D, changing MBULLETIN to MPOSTMASTER. Type / next to line 900D and press RETURN.

```
900D /
```

7. The slash (/) you typed next to line 900D returns a ? prompt. Now you can rewrite line 800D. Next to the ? type:

```
? 800D MPOSTMASTER        and press RETURN
```

Observe that a distribution section line can be changed the same way as a text section line. The only difference is that you must specify that you are changing a distribution line by typing a D next to the line number.
It is also possible to edit a text section line while in the distribution section. Typing a T or a D next to the line number will determine which section you are editing.

Again, the next line number prompt will begin where you entered the slash. This allows you to enter another command for editing, enter more distribution section lines, or end the distribution parameter section.

8. Here you will learn another command to use while in the CREATE function. It can be used to list all of the lines in your message, allowing you to verify that all of the changes you made are correct.

Type /LIST (RETURN) next to line 900D:

```
900D /LIST         and press RETURN
```

The following will be printed:

```
*** LISTING OF THE OUTBOX ITEM ***

TITLE: EDITING PRACTICE
100T THIS IS A PRACTICE MESSAGE.  I AM LEARNING HOW
200T TO EDIT A MESSAGE WHILE CREATING IT.
300T DELETE THIS MESSAGE WHEN YOU RECEIVE IT.
400M PRIORITY: 3
500M SECURITY: 3
600M HOME CONFIRMATION: NO
700M REPLY REQUESTED: NO
800D MPOSTMASTER

*** COMPLETION OF THE LIST OUTBOX ***
```

9. The next line number prompt will begin where you entered the /LIST, which allows you to enter another edit command, enter more distribution lines, or end the distribution section. While you are still in the CREATE function, practice deleting a line. To delete a text or distribution line, simply type the line number and section letter (T or D) next to the ? prompt and press RETURN. Follow these steps to delete line 300T:

   Type / and press RETURN next to line 900D to get the ? prompt:

   ```
   900D /
   ```

   Type 300T and press RETURN next to the ? prompt:

   ```
   ? 300T
   ```

10. Line 300T should now be deleted. Enter /LIST RET next to line 900D. This will list all of the lines in your message. Notice that line 300T is gone and that the /LIST command renumbered your lines.

11. Now try inserting the same line you just deleted back into the message. Looking at the last listing of the message, you will see that you want to insert the line between 200T and 300T. You can specify a line number somewhere between 200T and 300T to insure the correct placement of the line.

12. To insert the line, follow these steps:

    Type / (RETURN) next to line 800D:

    ```
    800D /
    ```

At the ? prompt, type the following:

```
? 250T DELETE THIS MESSAGE WHEN YOU RECEIVE IT.
```

Type /LIST (RETURN) next to line 900D:

```
900D /LIST
```

Note that by using 250T as the line to be inserted, the line was placed between 200T and 300T. The /LIST command renumbered the lines. The message should now look as it did originally.

13. If you had several lines to insert into a message, and there were no available line numbers remaining within the desired range, you could use the /LIST command to renumber your lines then finish inserting.

    Type /END (RETURN) to end the distribution section:

    ```
    900D /END
    ```

    The OUTBOX number and the title of the message will be printed.

    Type the NO or N (RETURN) to the SEND prompt:

    ```
    SEND (YES/NO) ?  N  (RETURN)
    ```

14. This message will stay in the OUTBOX section of your mailbox until you delete it. Even if you had sent it, it would remain there. To see that the message is there, list the OUTBOX index:

    ```
    ? OUTBOX  (RETURN)
    ```

    Note that the message with the title "EDITING PRACTICE" is listed in your OUTBOX index.

15. Log off the computer. A list of the special editing commands is on the next page.

These are the edit commands that may be used while creating a message:

CONTROL H or BACKSPACE	May be used to backup one or more characters. The computer you are using may accept one or both of these formats.
/	The / command may be used while in the text section or the distribution parameter section. This will return a question mark so that you can give a new command to insert, rewrite, or delete a line. To insert a line, type in a new line number followed by a T or a D. The new line number must be within the range of line numbers for the section it is to be inserted into. If there are no available line numbers the /LIST command can be used to renumber all lines in multiples of 100, so that you can insert lines. To rewrite a line, type in the line number and the letter T (if rewriting a line of text) or D (if rewriting a distribution line), and type in the new information. To delete a text or distribution line, type in the line number followed by the letter T or D and press the RETURN key.
/LIST	/LIST may be typed while in the text section or distribution parameter section. This command will renumber all lines in multiples of 100 and print the outbox message being created. This command must be given with the slash and the full word.
/END	If you are in the text section then /END will bring the you into the mailing parameter section. The mailing parameter section will automatically lead into the distribution parameter section. If you have finished the distribution parameter section, /END will end the CREATE command and ask if you want to send the outbox message just created. This command must be given with the slash and the full word.

REPLYING TO A MESSAGE

The REPLY command will allow you to reply to a specific INBOX item (a message sent to you). The REPLY command is similar to the CREATE command, because you are actually creating a message. The REPLY command however, will use the title of the message you are replying to for the title of your message. The command also enters the author of the message you are replying to as the user who is to receive your message.

A sample REPLY session is shown below (responses to the prompts are underscored). An exercise on replying to a message begins on the next page.

Reply Session

```
? REPLY
INBOX NUMBER ? 3
TITLE: PRODUCTIVITY MEMO   AUTHOR: JGAYNOR      ITEM ID: 001-0082M

REPLY (YES/NO) ? YES
OUTBOX NUMBER: 6
TITLE: PRODUCTIVITY MEMO    CHANGE TITLE (YES/NO) ?  NO

***TEXT ENTRY***
100T THE STATISTICS FOR NOVEMBER INDICATE
200T AN INCREASE IN TRIPS TO BOSTON
300T /END
*** MAILING PARAMETER ENTRY***
400M PRIORITY: 3               CHANGE VALUE (YES/NO) ? NO
500M SECURITY: 3               CHANGE VALUE (YES/NO) ? NO
600M HOME CONFIRMATION: NO     CHANGE VALUE (YES/NO) ? NO
700M REPLY REQUESTED: NO       CHANGE VALUE (YES/NO) ? NO
***DISTRIBUTION PARAMETER ENTRY***
1000D MPOSTMASTER
1100D /END
OUTBOX NUMBER: 6
TITLE: PRODUCTIVITY MEMO
SEND (YES/NO) ? YES
ITEM ID 001-0084M HAS BEEN PREPARED FOR SENDING
```

Exercise 8 - Replying to a Message

Practice using the REPLY command by following the steps below.

1. Call the computer, and log on.

2. List the INBOX message index (messages sent to you) by typing:

```
INBOX  (RETURN)
```

3. Choose a message that you would like to reply to (print the entire message if necessary) and make a note of the message number.

4. At the ? prompt, type:

```
REPLY
          or
R               (RETURN)
```

5. The computer will ask for the inbox number of the message you are replying to. Using the message number you noted in step 3, answer the prompt as shown below:

```
INBOX NUMBER ? #  (RETURN)
```

NOTE: You also have the option of typing the message number next to the REPLY command. The different formats for using the REPLY command are: REPLY #, R #, REPLY, and R.

6. Next the title, author, and MAIL ITEM ID will be printed and you will be asked if this is the correct message. Answer YES or Y :

```
        TITLE: XXXXXXXXXXXXXXX   AUTHOR: XXXXXXXX   ITEM ID:
###-#####

        REPLY (YES/NO) ? YES  (RETURN)
```

7. The OUTBOX number and the title of the message will be printed. Next to the title, a prompt will ask if you want to change the title. Type YES or Y (RETURN) to this prompt. The next lines will list the OUTBOX number again, and allow you to type in a new title. Type the title as listed below and press RETURN:

```
OUTBOX NUMBER: #
TITLE: XXXXXXXXXXXXXXX  CHANGE TITLE (YES/NO) ? YES
OUTBOX NUMBER: #
TITLE: REPLY PRACTICE
```

8. Complete the text and mailing parameter sections as listed below. Remember that you should NEVER change the Priority and Security values of 3 or the Home Confirmation value of NO.

```
***TEXT ENTRY***
100T I AM PRACTICING THE REPLY COMMAND.  YOU MAY
200T DELETE THIS MESSAGE WHEN YOU RECEIVE IT.
300T /END
***MAILING PARAMETERS ENTRY***
300M PRIORITY: 3               CHANGE VALUE (YES/NO) ? NO
400M SECURITY: 3               CHANGE VALUE (YES/NO) ? NO
500M HOME CONFIRMATION: NO     CHANGE VALUE (YES/NO) ? NO
600M REPLY REQUESTED: NO       CHANGE VALUE (YES/NO) ? NO
```

9. The distribution section will follow, and will automatically give you the first distribution parameter. This is the same name as the author of the message you are replying to. Type /END (RETURN) in line 800D to end the distribution parameter section.

```
***DISTRIBUTION PARAMETER ENTRY***
700D XXXXXXXX
800D /END
```

10. The OUTBOX number and title of the message will be printed. The next prompt will ask if you want to send the message. Answer YES or Y (RETURN). A message saying the item has been prepared for sending will be printed.

```
OUTBOX NUMBER: #
TITLE: REPLY PRACTICE
SEND (YES/NO) ? YES
ITEM ID ###-##### HAS BEEN PREPARED FOR SENDING
```

11. Log off from the main computer.

FORWARDING A MESSAGE

The FORWARD command will allow you to send received INBOX messages to other users. To insure that the message stays the same, the FORWARD command does not permit changes to the title or the text. Only the distribution parameters may be entered.

A session showing the FORWARD command is listed below (responses to prompts are underscored). Starting on the next page is an exercise to follow that uses the FORWARD command.

Sample Session Using FORWARD

```
? FORWARD
INBOX NUMBER ? 3
TITLE: TASK FORCE MEETING  AUTHOR S. JONES   ITEM ID: 001-0079M
FORWARD (YES/NO) ? YES
OUTBOX NUMBER: 10
TITLE: TASK FORCE MEETING

***MAILING PARAMETER ENTRY***
100M PRIORITY: 3             CHANGE VALUE (YES/NO) ? NO
200M SECURITY: 3             CHANGE VALUE (YES/NO) ? NO
300M HOME CONFIRMATION: NO   CHANGE VALUE (YES/NO) ? NO
400M REPLY REQUESTED: NO     CHANGE VALUE (YES/NO) ? NO
*** DISTRIBUTION PARAMETER ENTRY ***
500D MANCHORAGE
600D /END
OUTBOX NUMBER 10
TITLE: TASK FORCE MEETING

SEND (YES/NO) ? YES
ITEM ID 001-0082M HAS BEEN PREPARED FOR SENDING

?
```

Exercise 9 - The FORWARD Command

Practice using the FORWARD command by following the steps below.

1. Call the computer, and log on.

2. List the INBOX message index (messages sent to you) by typing:

```
INBOX  (RETURN)
```

3. Choose a message to forward (print the entire message if necessary) and make a note of the message number.

4. At the ? prompt, type:

```
FORWARD
              or
F                   (RETURN)
```

5. The computer will ask for the inbox number of the message you are forwarding. Using the message number you noted in step 3, answer the prompt as shown below:

```
INBOX NUMBER ? #  (RETURN)
```

NOTE: You also have the option of typing the message number next to the FORWARD command.
The different formats for using the FORWARD command are:
FORWARD #,
F #, FORWARD, and F.

6. Next, the title, author, and MAIL ITEM ID will be printed and you will be asked if this is the correct message. Answer YES or Y :

```
    TITLE: XXXXXXXXXXXXXXX   AUTHOR: XXXXXXXX   ITEM ID:
###-#####

    FORWARD (YES/NO) ? YES  (RETURN)
```

7. The OUTBOX number and the title of the message will be printed.

```
OUTBOX NUMBER: #
TITLE: XXXXXXXXXXXXXXX
```

8. Complete the mailing parameter section as listed below. Remember that you should NEVER change the Priority and Security values of 3 or the Home Confirmation value of NO.

```
***MAILING PARAMETERS ENTRY***
300M PRIORITY: 3                CHANGE VALUE (YES/NO) ? NO
400M SECURITY: 3                CHANGE VALUE (YES/NO) ? NO
500M HOME CONFIRMATION: NO      CHANGE VALUE (YES/NO) ? NO
600M REPLY REQUESTED: NO        CHANGE VALUE (YES/NO) ? NO
```

9. The distribution section will follow. Type MPOSTMASTER next to the first distribution line and press RETURN. Type /END (RETURN) in the next line to end the distribution parameter section.

NOTE: You can use the edit commands, / and /LIST, to change lines while in the distribution parameter section.

```
***DISTRIBUTION PARAMETER ENTRY***
700D MPOSTMASTER
800D /END
```

10. The OUTBOX number and title of the message will be printed. The next prompt will ask if you want to send the message. Answer NO or N (RETURN) .

```
OUTBOX NUMBER: #
TITLE: XXXXXXXXXXXXX
SEND (YES/NO) ? NO
OUTBOX NUMBER  # WILL NOT BE SENT
```

11. Log off from the main computer.

COPYING A MESSAGE

The COPY command will copy an INBOX message into an OUTBOX message so that it can be edited and sent. Follow the steps below to learn the COPY command.

Exercise 10 - Copying a Message

1. Dial into the main computer and log on.

2. At the ? prompt, type:

```
COPY
            or
CO                (RETURN)
```

3. The computer will ask for the inbox number of the message you are copying. Answer the prompt as shown below, using the number of an INBOX message you would like to copy.

```
INBOX NUMBER ? #  (RETURN)
```

NOTE: You also have the option of typing the message number next to the COPY command. The different formats for using the COPY command are: COPY #, CO #, COPY, and CO.

4. Next, the title, author, and MAIL ITEM ID will be printed and you will be asked if this is the correct message. Answer YES or Y. A message will be displayed giving the new OUTBOX message number.

```
        TITLE: XXXXXXXXXXXXXXX   AUTHOR: XXXXXXXX   ITEM ID:
###-#####

        COPY (YES/NO) ? YES  (RETURN)
        INBOX NUMBER # HAS BEEN SUCCESSFULLY COPIED INTO OUTBOX
NUMBER #
```

NOTE: If the COPY command is used on an INBOX message that is not printable, the INBOX message will not be copied. A message will be displayed saying the message is in unprintable format.

5. To see that the message has been copied into an OUTBOX item, list the OUTBOX index. At the ? prompt, type OUTBOX (RETURN) :

```
? OUTBOX  (RETURN)
```

6. You probably noticed that when you issued the COPY command, you were not given the chance to change the title, text or any other parameters. To change the newly created message, you must use the EDIT command, which is explained after this exercise.

7. Log off from the main computer.

EDITING A MESSAGE ALREADY CREATED

There is a special EDIT command which allows you to edit a message that is already in your OUTBOX. The editing commands /, /LIST, and /END are used. The only difference is that you are not in the CREATE function when you are using them.

Here you will learn how to change an OUTBOX item (a message that you have already created) using the EDIT command. The EDIT command allows changes to OUTBOX items that have been created using the following commands:

- CREATE
- COPY
- REPLY
- FORWARD

If the OUTBOX message was created using the CREATE, COPY, or REPLY command:

any line in the outbox message, title, text, or mailing or distribution parameter may be edited.
Special note: The first time an OUTBOX message which was created by the COPY command is edited, the computer will automatically begin the mailing parameter section followed by the distribution section.

If the OUTBOX message was created with the FORWARD command:

only the mailing and distribution lines may be changed.

The editing commands used while in the EDIT function are:

/, /LIST, and /END

BACKSPACE or CONTROL H	May be used to backup one or more characters
ESC (RETURN)	May be used to get out of the EDIT command. The old OUTBOX message will stay the same, but a new OUTBOX message will be created which has all the changes that were made during the edit session. The only exception is when the message being edited was created with the FORWARD command. In this case, the original OUTBOX message is replaced with all the changes that were made during the EDIT session.

The following is a sample session using the EDIT command. Responses to prompts are underlined.

Edit Session

```
? EDIT OUTBOX 4
OUTBOX NUMBER 4
TITLE: TEST MESSAGE
CHANGE TITLE (YES/NO) ? NO
? /LIST
100T THIS IS A TEST MESSAGE FOR THE
200T MAILWAY POSTMASTER.
300T PLEASE DELETE WHEN RECEIVED
400T THANK YOU
500M PRIORITY: 3
600M SECURITY: 3
700M HOME CONFIRMATION: YES
800M REPLY REQUESTED: NO
900D MPOSTMASTER
1000D /DIVRE
***COMPLETION OF THE LIST OUTBOX***
? 300T PLEASE READ THEN DELETE.
? /END
REPLACE OR CREATE A NEW ITEM BEFORE EXITING (YES/NO) ? YES
REPLACE OUTBOX NUMBER 4 (YES/NO) ? YES
OUTBOX NUMBER 4 REPLACED
SEND (YES/NO) ? NO
OUTBOX NUMBER 4 WILL NOT BE SENT
```

Exercise 11 - The EDIT Command

Practice editing a message that was created with the CREATE, COPY, or REPLY command:

1. Get the terminal ready, call the computer, and open your mailbox.
2. Create a message to use for editing using the following sample:

```
? CREATE

OUTBOX NO:  #
TITLE: EDIT OUTBOX PRACTICE

***TEXT ENTRY***
100T THIS MESSAGE WILL BE USED FOR EDITING PRACTICE.
200T I AM CREATING IT USING THE CREATE COMMAND.
300T /END
***MAILING PARAMETERS ENTRY***
DO YOU WANT TO USE YOUR DEFAULT MAILING PARAMETERS (YES/NO) ? YES
300M PRIORITY: 3
400M SECURITY: 3
500M HOME CONFIRMATION: NO
600M REPLY REQUESTED: NO
***DISTRIBUTION PARAMETERS ENTRY***
700D MPOSTMASTER
800D /END
OUTBOX NO:  #
TITLE: EDIT OUTBOX PRACTICE

SEND (YES/NO) ? NO
OUTBOX NUMBER  # WILL NOT BE SENT
```

3. Now you can edit the OUTBOX message you have created.

   At the ? prompt, type:

```
EDIT
          or
E               (RETURN)
```

4. The computer will ask for the OUTBOX number of the message you are editing. Type the message number of the message you just created and press RETURN:

```
OUTBOX NUMBER ? #  (RETURN)
```

   When issuing the EDIT command, occasionally the computer will choose the message number from a message that was just worked on. In this case, if it is the correct message, continue with the edit. If it is not the message you want to edit, answer NO to the edit prompt, and specify the correct message number next to the new EDIT prompt.

NOTE: You also have the option of typing the message number next to the EDIT command.
The different formats for using the EDIT command are: EDIT #, E #, EDIT, and E.

5. Next, the title, author, and MAIL ITEM ID will be printed and you will be asked if this is the correct message. Answer YES or Y :

```
        TITLE: XXXXXXXXXXXXXXX   AUTHOR: XXXXXXXX   ITEM ID:
###-#####

        EDIT (YES/NO) ? YES  (RETURN)
```

6. The computer will respond with a ? prompt. List the message by typing /LIST (RETURN) next to the prompt:

```
        ? /LIST    (RETURN)
```

7. Change line 200T by typing the following next to the ? prompt:

```
        ? 200T I AM EDITING AN OUTBOX ITEM.
```

8. End the edit session by typing /END next to the ? prompt:

```
        ? /END    (RETURN)
```

9. Answer YES to the next questions:

```
        REPLACE OR CREATE A NEW ITEM BEFORE EXITING (YES/NO) ? YES
        REPLACE OUTBOX NUMBER # (YES/NO) ? YES
```

10. The computer will respond with a message saying the item has been replaced. Answer NO to the send prompt:

```
        OUTBOX NUMBER # REPLACED
        SEND (YES/NO) ? NO
        OUTBOX NUMBER # WILL NOT BE SENT
```

11. Log off from the main computer.

THE BULLETIN MAILBOX

The bulletin mailbox can be compared to a centrally located bulletin board. A message that may be of interest to more than one person or office is posted on a bulletin board for everyone to read. The bulletin mailbox serves the same purpose. Any user can send messages to and receive messages from the bulletin mailbox.

The bulletin mailbox can be used in two ways:

(1) To check for mail - this requires opening the bulletin mailbox and listing the INBOX items

(2) To send mail - messages are created from your own mailbox and sent to the bulletin mailbox

This mailbox may contain messages that are important to you or your office. It should be checked periodically just as you check your own mailbox. You can dial in, open the bulletin mailbox, and print any or all of the messages that are stored there.

Exercise 12 - How To Check the Bulletin Mailbox

1. Call the computer.

When prompted

```
ENTER NAME
?
```

type: MBULLETIN (RETURN)

Over the password mask

type: BULL (RETURN)

The computer will display the standard greeting lines.

The bulletin mailbox is set up exactly as any other mailbox on the computer. As is the case with any one mailbox, only one user can access it at a time because only one ID and password will open it. If some other user is currently into the bulletin mailbox when you try to open it, the following message will be displayed:

```
ACCESS DENIED.  YOU ARE CURRENTLY ACTIVE ON ANOTHER LINE.
THIS MAILWAY SESSION HAS BEEN TERMINATED.
```

2. You can now list messages just as you would if you were checking your own mailbox, using the valid formats of the PRINT INBOX command.

   The next time you check the bulletin mailbox you may notice that some or all of the messages are gone. This is because bulletin messages are kept for only 14 days from the date of receipt. After this time period the computer automatically deletes them.

   It's a good idea when checking the bulletin mailbox, to print the INBOX message index first, using the INBOX command. This way you avoid printing in entirety those messages you have already read or do not need.

Exercise 13 - Sending Messages to the Bulletin Mailbox

If you have a message that needs to be sent to all (or several) users, you may want to use the bulletin mailbox. By using the bulletin mailbox, you will be able to send the message only once and all users will have access to it. Remember that messages in the bulletin mailbox are deleted after two weeks.

A message to be sent to the bulletin mailbox is created the same way as any other message. The only difference is the distribution parameter (line number followed by "D") where you specify a valid MAILWAY address. To send a message to the bulletin mailbox, enter MBULLETIN as the address. NOTE: You should use a title that reflects the subject matter of the message or if applicable, shows to which users it is directed.

1. Call the computer, and open your mailbox.

2. Wait for the first ? prompt.

3. Create a message as shown below:

```
? CREATE

OUTBOX NO:  #
TITLE: BULLETIN TEST MESSAGE

***TEXT ENTRY***
100T I AM CREATING THIS MESSAGE FOR THE BULLETIN
200T MAILBOX.
300T /END
***MAILING PARAMETERS ENTRY***
DO YOU WANT TO USE YOUR DEFAULT MAILING PARAMETERS (YES/NO) ? YES
300M PRIORITY: 3
400M SECURITY: 3
500M HOME CONFIRMATION: NO
600M REPLY REQUESTED: NO
***DISTRIBUTION PARAMETERS ENTRY***
700D MBULLETIN
800D /END
OUTBOX NO:  #
TITLE: BULLETIN TEST MESSAGE

SEND (YES/NO) ? NO
OUTBOX NUMBER  # WILL NOT BE SENT
```

Do not send this message. You may however, want to save it to use as an example when you need to send a bulletin message.

TROUBLESHOOTING

If you are having problems or need help, try to pinpoint where the problem is originating. You can ask for help from someone in your office or town who is familiar with the equipment or the mail system. Keep a list of names and phone numbers of your equipment maintenance contractors, whoever is responsible for repairs on your equipment. If you suspect a problem with your equipment, check the following:

> Check that everything is plugged in, check that the wall socket that they are plugged into is working. You can test it by plugging some other appliance in that you know is working, a lamp, a fan, a clock.
>
> Check the cable connections between your system devices. One of them could have come loose.
>
> Try re-setting your equipment by unplugging it then plugging it back in.
>
> Make sure you have the correct settings on each piece of equipment.
>
> Read the equipment manufacturer's manuals.
>
> If you are unable to get to the point where you dial in, there may be a problem with your terminal or computer or the programs that run your computer.
>
> If you are able to dial in but can't reach the computer, there may be a problem with the phone lines, a modem, or the main computer. Sometimes the main computer is down, due to power problems or for system maintenance. At present, Friday mornings from 6 A.M. to 9 A.M. (Alaska time) are reserved for system maintenance on the main computer. If it is ever necessary to extend this "down" time, you will be notified by the Postmaster. If the phone lines are busy, there may be several other users dialed in at the same time you are trying to call. In either case, try dialing the number again at a later time.
>
> If you can reach the main computer, but can't get any valid responses from it, there may be a problem with the programs that run the mail system on the main computer. Call the Postmaster.
>
> If you are getting an INVALID status on a command or address you are typing, check to make sure you are not typing a zero in place of an alphabetic O or vise-versa.
>
> If you are connected and logged on to the main computer and need information on MAILWAY commands, type HELP, press RETURN, and the computer will respond with a list of all the commands. A detailed description of a specific command may be obtained by typing H followed by the command (full word). For example, type H CREATE for a description of the CREATE command.

If you still aren't sure, contact the Postmaster. The address and phone number is listed on the first page of this book. If you use a Gnat computer and suspect a problem with its operation, contact the Postmaster.

Become familiar with the contents of the other MAILWAY training guides. They are listed on the next page.

OTHER MAILWAY REFERENCE GUIDES

Electronic Mail System MAILWAY Reference Manual -PINK- This reference manual defines the terms used with the MAILWAY system. It also describes in detail all of the special words (commands) that you use to tell the MAILWAY system what you want to do. It shows terminal screen examples of sessions using these commands.

EMS MAILWAY Command Quick Reference Card -GOLD- a quick reference fold-up card on MAILWAY commands

Electronic Mail System MAILWAY Batch Mode -GREEN- Short explanation of creating and sending batched messages. These are messages that you can create on your own computer, when you are not dialed into the MAILWAY system.

Electronic Mail System MAILWAY GNAT Reference Guide -BLUE- Using the EMS MAILWAY with a GNAT computer (if you use a Gnat computer to access the mail system, you should have a copy of this guide).

GLOSSARY

The following are definitions of terms used in this guide.

?	MAILWAY prompt
Batch mode	messages created in batch mode are created on the user's computer, before dialing in
Command	an answer given to a MAILWAY system prompt
Communications software	programs that allow a computer to communicate with other computers
Computer	the user's computer allows the control and storage of electronic messages
Connector cables	connect components together
Default	automatic; information that MAILWAY gives the user and is usually not changed
Delete	to remove messages from the Inbox or Outbox
Distribution section	part of a message which contains the addresses of recipients
Electronic Mail System	called an EMS, uses computers and telephone lines to send messages from one point to another
Inbox	portion of mailbox which contains incoming mail
Inbox index	short listing of messages contained in the Inbox
Interactive	online, starts when a connection is etablished with the main computer and ends when disconnected from the main computer
Log off	to disconnect from the main computer
Log on	to identify yourself to the main computer
MAILWAY	the electronic mail system that resides on the Wang computer at the Department of Education on Juneau
MPOSTMASTER	valid address for the MAILWAY postmaster

Mailing parameter section	the part of a message which specifies how it will be sent; contains default values, only the Reply Requested value may be changed by the user
Mailing parameters	information set up by the Postmaster which controls how messages are sent; only the Reply Requested value may be changed
Message title	required when creating a message, must not exceed 25 characters
Modem	allows a computer to communicate with other computers that are separated by distances, converts phone signals to data signals and data signals back to phone signals
Outbox index	short listing of messages contained in the Outbox
Outbox	portion of mailbox which contains outgoing mail, messages created by the user
Password	links with the user ID to screen unauthorized users
Phone	establishes the connection with the main computer so that data can be transmitted.
Power cords	connect each component to the power supply
Printer	used with the EMS to print information for distribution
Prompt	a question asked by the MAILWAY system
Text line	line from the body of a message, must not exceed 71 characters
Text section	the part of message where the actual lines of the message are written
User ID	tells the main computer that you are a mail system user and what your address is

Electronic Mail System

MAILWAY

Reference Manual

State of Alaska
Department of Education
Data Processing

October 1984

ELECTRONIC MAIL SYSTEM - MAILWAY REFERENCE MANUAL

TABLE OF CONTENTS

Page

INTRODUCTION

OLD AND NEW EMS COMMANDS....2
GLOSSARY OF TERMS....3
MAILWAY COMMANDS....6
    General Capabilities....8
    LOGON....9
    INBOX....10
    OUTBOX....11
    AUTHORIZATION....12
    CREATE....13
    EDIT....15
    COPY....17
    PRINT....18
    DELETE....20
    SEND....21
    FORWARD....22
    REPLY....24
    STATUS....26
    LOGOFF....27
LOGGING ON TO MAILWAY SESSION....28
CREATING A MESSAGE SESSION....30
EDITING A MESSAGE SESSION....33
FORWARDING A MESSAGE SESSION....36
REPLYING TO A MESSAGE SESSION....39

MAIL IN AND MAIL OUT LOGS

ELECTRONIC MAIL SYSTEM - MAILWAY REFERENCE MANUAL

INTRODUCTION

This reference manual will deal only with the interface of EMS with the MAILWAY system. This manual does not contain specific instructions for use on a Wang terminal, or for creating off-line batches, as with the Wordmaster (TM) text editor. However, many of the basic concepts of how MAILWAY works are discussed, and should provide the user answers to questions that may not be covered in the Mailway training materials.

The Electronic Mail System (EMS) is like the Postal Service except it is done with electronic machines (telephones, a computer, computer terminals, and printers). You can think of your terminal as a mailbox. You will check it for mail coming to you, and use it to send mail going out to other people. You can think of the Wang computer in Juneau as the post office. When you send letters, they go through the post office to the person who is to receive the letter. The post office "processes" the mail. The computer is the processor in the Electronic Mail System. Messages go from your terminal to the computer where they are directed to the person who will receive them.

OLD AND NEW EMS COMMANDS

The MAILWAY system is on the Alaska Department of Education's Wang computer. Changes in the way EMS is used have taken place, because the system was switched from the DEC computer to the Wang computer.

The primary difference in the two systems is that the commands used to operate EMS have changed.
For those of you who are already familiar with EMS, a comparison of the commands is listed below.

Old EMS System	New EMS MAILWAY System
/LIST	INBOX
/HELP	HELP
(NONE)	OUTBOX
(NONE)	AUTHORIZATION
/CREATE	CREATE
(within CREATE)-/EDIT	EDIT
(within CREATE)-/SEND	SEND
(NONE)	COPY
/PRINT	PRINT(can print inbox or outbox messages)
/DELETE	DELETE (can delete inbox or outbox messages)
/FORWARD	FORWARD
(NONE)	REPLY
/RECEIPT	(NONE)
(NONE)	STATUS
/QUIT	L
/ADDRESSES	(NONE)

GLOSSARY OF TERMS

This manual has been written in a simple form, to avoid technical terms as much as possible. Some words will come up when using the MAILWAY system, though, which may be hard for the MAILWAY user to understand. Some of these terms and an explanation of their meaning are listed below.

Asynchronous Terminal	Any of the terminals in the schools or offices, such as BEEHIVE, TI-SILENT 700, or APPLE II, that are not Wang terminals.
Byte	Character. Letters, numbers, spaces, and punctuation marks.
Command	Instructions the user gives the system to let it know what they want to do. These are specific words. They are listed in the next section.
Confirm	The system will often ask for confirmation of a command. This gives the user a chance to either change their minds or go ahead with the command.
Default	Automatic. Defaulted information is information that the system gives the user, and the user accepts without changing.
Delete	Erase or take out something which has been entered onto the computer.
Distribution Parameter	The section of the Mailway message where the user tells the system who to send the message to.
Edit	Make changes to something that has been entered onto the computer.

Enter	To type something on the terminal and then press the RETURN key so that the computer in Juneau understands that the user is "talking to it."
Generate	Produce
Item	Message
Mailing Parameter	Priority, Security (these should always be left at 3), Home Confirmation, (this should be left at NO) and Reply Requested.
Network	The whole MAILWAY system. All of the terminals at each location, the Wang computer in Juneau, and the telephone lines which connect them form the Network.
Processing	The things which the computer does with the message, such as read the message, determine who it is to be sent to, direct the message to the users who are to receive it, send the title of the message to the sender's outbox, etc.
Prompt	A symbol that lets the user know that the system is ready to take a command. The only prompt in this system is a "?".

Reply Requested	If the user wants a reply to his/her message, enter "YES" to Reply Requested and give the date you want the reply.
System	Refers to the MAILWAY computer system.
Terminate	End.
Text	The body of the message.
Traveling User	This means all users who are using the GNAT, TEXAS INSTRUMENT SILENT 700, APPLE II, or any thing other than a Wang terminal.

MAILWAY COMMANDS

Users have a number of commands for using the MAILWAY system. The following is a brief description of the user commands. The left hand column lists the command words and abbreviations. For more information on the functions of each command, type "HELP" or "H" followed by the command (full word). For example, type "H EDIT" to learn more about the EDIT command.

HELP H	This will print out a list of all the commands. A detailed description of a specific command may also be obtained, as explained above.
LOGON	Links the the user and the MAILWAY system. The user will not type the word LOGON. The system understands that the user is logging on as soon as they dial up the data line on the telephone. As soon as the connection is made, the system will ask for the users name, and list the number of inbox messages and outbox messages. The default mailing parameters are listed. A one line message written by the Postmaster may also be listed.
INBOX I	Gives an index listing the mail messages received by the user.
OUTBOX O	Gives an index listing the mail messages written by the user.
AUTHORIZATION A	Lets the user change the default mailing parameters, which are Priority, Security, Home Confirmation, and Reply Requested. The user should leave Priority and Security at 3.
CREATE C	Lets the user create an outbox message. A sendable message is made up of text, mailing parameters and distribution parameters.
EDIT E	Lets the user change outbox messages.
COPY CO	Lets the user copy an inbox message into an outbox message.
PRINT P	Lets the user print inbox or outbox messages.
DELETE D	Lets the user delete inbox or outbox messages.
SEND S	Lets the user send outbox messages through the MAILWAY system.
FORWARD F	Lets the user send received inbox messages to other users.

REPLY R	Lets the user respond to the author of a received inbox message. The title, mailing, and distribution parameters will already be written for the user.
STATUS ST	Lets the user see if the outbox message has been received.
L	Ends the session. This stands for "Logoff" and only the abbreviation "L" will be used.

Three more commands can be used when in certain sections of the mail system.

/	The / command may be used while in the text section or the distribution parameter section. This will return a question mark so the user can give a new command. If there are no available line numbers the /LIST command can be used to renumber all lines in multiples of 100, so that the user can insert lines. To rewrite a line type in the line number and the letter "T" (if rewriting a line of text) or "D" (if rewriting a distribution line), and type in the new information. To delete a text or distribution line type in the line number followed by the letter "T" or "D" and press the return key.
/LIST	/LIST may be typed while in the Text section or Distribution Parameter section. This command will renumber all lines in multiples of 100 and print the outbox message being created. This command must be given with the slash and the full word.
/END	If the user is in the Text section then /END will bring the user into the Mailing Parameter section. The Mailing Parameter section will automatically lead into the Distribution Parameter section. If the user has finished the Distribution Parameter section, /END will end the CREATE command and ask the user if they want to send the outbox message just created. This command must be given with the slash and the full word.

GENERAL CAPABILITIES

To help the user, the following functions can be used.

The prompt which means that the system is waiting for the user to type in a command is a question mark, "?".

The commands will be recognized by their first letter as well as their complete spelling, except for STATUS which will be recognized by "ST" and COPY which will be recognized by "CO". The LOGOFF command will work only when "L" is used. All commands must be typed in upper case (capital letters).

The BREAK key can be used at any time the user is printing a message. BREAK will stop the printing, end the command, and a question mark will be returned showing that the user can type a new command.

The ESCAPE key followed by pressing "RETURN" is like the BREAK key in that it will end a user command. The ESCAPE key can be used any time a user response is required. The ESCAPE key will return a question mark showing that the user can type a new command.

The BACKSPACE key can be used when changing information. Most terminals have a BACKSPACE key on the keyboard. If your terminal does not have a BACKSPACE key, then pressing the CONTROL key at the same time as pressing the letter "H" will work the same as the BACKSPACE key. The BACKSPACE key can be used to correct typing errors or misspellings.

BACKSPACE removes the character which was typed just before the BACKSPACE key was pressed. The user will replace the removed character with the next character typed.

LOGON COMMAND

Once the communication link has been established the user will be greeted with the MAILWAY center address, and current date and time.

The user must enter his/her name in the format of first initial followed by last name. Next the user's password is entered. This password must be their MAILWAY personal password. The above must be in uppercase (capital letters). If the system recognizes the name and password, then the user will be given all the logon information. If the name and password are not unique and the computer asks for more information, the user should call the Postmaster.

The user will then be given the number of inbox and outbox messages they have and the default mailing parameters. There may be a Logon message written by the Postmaster for the user. This message will be used to tell the users about system activities, such as if the system will be down for a certain time period.

INBOX

The INBOX command will print an index of received mail messages. The largest number of inbox messages that may be listed is 999, but if there are more than 999 received mail messages, then the user is told that there are more inbox messages that have not been listed. The extra messages may be listed if some of the other messages are deleted.

For each mail message received the index will give the following information:

Inbox number
Title with a maximum of 25 characters (letters, spaces, punctuation marks)
Date and time the message was received
Author of the mail message
The "MAIL ITEM ID" (a system-assigned ID number)
Priority of the mail message (should always be 3)
Security of the mail message (Should always be 3)
Approximate number of text lines in the mail message
New message - only printed if this is the first time the mail message has been listed on the inbox index

To activate the INBOX command:
For all the options listed below, "I" may be used instead of "INBOX".

"INBOX"
Will list the index with newest mail messages first

"INBOX BY SIZE"
Will list the index with the smallest number of lines first

The commands which can be used on inbox messages are:
COPY, PRINT, FORWARD, REPLY, and DELETE

OUTBOX

The OUTBOX command will print an index of all messages created using either CREATE, COPY, FORWARD, or REPLY. As many as 999 messages can be in the outbox at one time.

For each outbox message the index will give the following information:

Outbox number
Title with a maximum of 25 characters (letter, spaces, punctuation marks)
Created - Date message was written
Sent - Last date message was sent or "no" if message has never been sent
Revised - Date message was last edited
Forwarded -Inbox message forwarded to other users

To activate the OUTBOX command:
In all the options listed below, "O" may be used instead of "OUTBOX".

"OUTBOX"
Will list the index with the oldest messages first

"OUTBOX BY SIZE"
Will list the index with the smallest number of lines first

"OUTBOX IF SENT"
Will list only messages which have been sent in the MAILWAY network, oldest message listed first

"OUTBOX IF NOT SENT"
Will list only messages which have not been sent in the MAILWAY networK, oldest messages listed first

The commands which can be used on outbox messages are: Print, Create, Edit, Send and Delete.

AUTHORIZATION

The AUTHORIZATION command will let the user change their default mailing parameters for the rest of the session. The system sets Security and Priority to 3. The user should always leave them at 3.

The system sets Home Confirmation and Reply Requested to NO. The user may change Home Confirmation and/or Reply Requested to YES. If Home Confirmation is set at YES, the user will be given notice later by the outbox that the message was received. If Reply Requested is set to YES the user will be asked what date they want to get a reply.

CREATE

The CREATE command is used to write outbox messages to be sent by the MAILWAY system. The user will type title, text, and distribution parameters. Create gives the user line numbers in multiples of 100, which allows easy insertion, changes, and deletion. When the user writes an outbox message, it will be stored on the system. The message will remain there until the user deletes it.

Each outbox message has a 25 character title that must be typed before the outbox message. Outbox messages have three sections. First is the text section identified with a "T" after all line numbers. Next is the mailing parameters identified with a "M" after a line number. Last is the distribution parameters identified with a "D" after a line number.

The text section contains the actual message being written. The user will be given a line number followed by a "T". No changes will be made at this time except by using the backspace key or control H. When the text section is finished type in /END to begin the mailing parameter section.

Mailing parameter section is identified by an "M" after the line number. This section lists the Priority and Security of the mail message and the Home Confirmation and Reply Requested values. The user will be asked "Do you want to use your default parameters ? (yes or no). The user should type "Y" or "YES".

Distribution parameter section is identified by a "D" after the line number. This section lists the address for users to receive the outbox message being created. Each line should have one valid address. Each line will be checked against the computer's directory as it is entered. Any invalid address will result in an error message.

Within the CREATE mode there are three more commands to edit the message before it is written, they are /, /END, and /LIST.

The / command may be used while in the text section or the distribution parameter section. This will return a question mark. The user may now insert new lines, rewrite lines, or delete lines. To insert a text line type in a new line number followed by "T" and type in the information. To insert a distribution line type in a new line number followed by "D" and type in the information. The new line number must be within the range of line numbers for the section it is to be inserted into (i.e. if inserting a text line the line number must be less than the first mailing parameter line number). If there are no available line numbers the /LIST command can be used to renumber all lines in multiples of 100 to permit line insertion. To rewrite a line type in the line number and the letter "T" (if rewriting a line of text) or "D" (if rewriting a distribution line), and type in the new information. To delete a text or distribution line type in the line number followed by the letter "T" or "D" and press the RETURN key.

If the user is in the text section, then /END will bring the user from there into the mailing parameter section. The mailing parameter section will automatically lead into the distribution parameter section. If the user has completed the distribution parameter section, /END will end the CREATE command and the user will be asked of (s)he wants to send the outbox message just created.

/LIST may be used while in the text section or distribution parameter section. This command will renumber all lines in multiples of 100 and print the outbox message being created.

Use of the BREAK or ESCAPE key when in the CREATE command will cancel the current create session. The outbox message will be created and the system will return with a question mark so that the user can type a new command.

How to activate the CREATE command:

"CREATE" OR "C"

EDIT

The EDIT command lets the user change an outbox message that has already been written.

If the outbox message was created by the user with the CREATE, COPY, or REPLY command then any line in the outbox message, title, text, or mailing or distribution parameter may be edited. If the outbox message was created with the FORWARD command only the mailing and distribution lines may be changed.

The user types in the command "EDIT" or "EDIT" followed by the outbox number. If no outbox number has been entered, then the system will chose the message last worked on, giving the user the chance to chose a different message. The title of that message is printed which the user may change. Outbox messages have the following three sections:

Text section is identified by a "T" after the line number. The text section contains the actual message being created.

Mailing parameter section is identified by an "M" after the line number. This section lists the Priority and Security of the mail message and the Home Confirmation and Reply Requested values. Priority and Security should always be left at 3. Home Confirmation should be left at NO. An answer of YES for Reply Requested will result in the system asking for the date the reply is requested. The message that the user requests the reply by the date given is delivered with the message. To change a mailing parameter line type in the new line in the exact format as the original line.

Distribution parameter section is identified by a "D" after the line number. This section lists the address of users to receive the outbox message being created. Each line should have one valid address. Each line will be checked against the computer center's directory as it is entered. Any invalid address will result in an error message.

Any text or distribution line may be inserted, rewritten, or deleted. To insert a text or distribution line simply type in a new line number followed by "T" OR "D" and type in the information . The unused line number chosen must be within the range of line numbers for the section it is to be inserted into (i.e. if inserting a text line the line number must be less than the fist mailing parameter line number). If there are no available line numbers the /LIST command can be used to renumber all lines in multiples of 100 to let a line be inserted. To rewrite a line type in the line number and the letter "T", or "D" and type in the new information. To delete a text or distribution line type in the line number followed by the letter "T" or "D" and press the RETURN key.

While editing an outbox message the user can type the command "/LIST". The /LIST command will renumber the lines in multiples of 100 and the message will be printed.

Once the editing has been finished type /END to end the EDIT command. The user will be given a chance to replace the outbox message, create a new one from the edited version, or to cancel out of the edit command without saving the changed version. After the user indicates his/her choice, the system will ask if the user wants to send the outbox message.

Special note: The first time an outbox message which was created by copy is edited, the system will automatically begin mailing parameter entry followed by distribution parameter entry.

Use of the BREAK or ESCAPE key when in the EDIT command will end the edit session. The outbox message, which was being edited will stay the same, but a new outbox message will be created which has all the changes made to the message while in the EDIT command. The only exception is when the message being edited was created by with the FORWARD command, then the original outbox message is replaced with all the changes that were made during the edit session.

How to activate the EDIT command:

"EDIT" of "E"

COPY

The COPY command will copy an inbox message into an outbox message, so that it can be edited and sent by the MAILWAY system. COPY can only be used on inbox messages which are in a printable form. If COPY is used on an inbox message that is not printable, a message will be printed showing that the inbox message can not be copied into an outbox message because the message is in unprintable format. The addition of line numbers may change the original format of the inbox message causing word wrap and changing paragraph structure, but none of the text will be lost in the copy from inbox to outbox. The EDIT command must be used to enter distribution parameters or change the text.

How to activate the copy command:

"COPY" or "CO"

PRINT

The PRINT command lets the user print inbox or outbox messages.

Information listed for inbox messages:
    Inbox message number
    Title with a maximum of 25 characters
    Author of the mail message
    Date received
    "MAIL ITEM ID" (a system-assigned ID number)
    Priority of the mail message
    Security of the mail message
    Reply requested date (if appropriate)
    Actual message

Information listed for outbox messages:
    Outbox message number
    Title with a maximum of 25 characters
    Date created
    Date most recently revised (if appropriate)
    Actual Message

How to activate the command:

This command has several options for printing inbox and outbox messages. Some of the requests may be for only certain line numbers of an inbox or outbox message. When asking for more than one message within a print request be sure to separate each message by a comma. All outbox messages have line numbers in multiples of 100 given to each line. These are the numbers to use when requesting certain line numbers for outbox messages. Inbox messages do not have line numbers, therefore to request particular lines to be printed, start with 1 and add 1 for each line of an inbox message.

How to activate the PRINT command:

With all the options listed below, "P" may be used instead of "PRINT".

Following are the print options:

"PRINT" will return the following request to the user:

```
          Please enter inbox and appropriate information or outbox
          and appropriate information
?
```

The print options for inbox messages are:

"PRINT INBOX ALL"
Will print all messages with the newest messages listed first.

"PRINT INBOX BY SIZE"
Will print all the messages with the smallest number of lines listed first. In the following examples the N stands for a specific message number.

"PRINT INBOX N"
Will print message N

"PRINT INBOX N1, N2, ..."
Will print message N1, then message N2, etc.

"PRINT INBOX N FROM 10"
Will print message N from text line 10 to the end of the message

"PRINT INBOX N TO 42"
Will print message N from the first text line thru text line 42

"PRINT INBOX N FROM 2 to 8"
Will print text lines 2 thru 8 of inbox message N

The print options for outbox messages are:

"PRINT OUTBOX ALL"
Will print all messages with the oldest messages listed first

"PRINT OUTBOX BY SIZE"
Will print all the messages with the smallest number of lines listed first

"PRINT OUTBOX N"
Will print message N

"PRINT OUTBOX N1, N2, ..."
Will print message N1 then message N2, etc.

"PRINT OUTBOX N TO 800"
Will print message N from start to line 800

"PRINT OUTBOX N FROM 600"
Will print message N from Line 600 to the end

"PRINT OUTBOX N FROM 200 to 800"
Will print line 200 thru 800 of outbox message N

DELETE

The DELETE command lets the user remove an inbox or outbox message. In addition the message will no longer be printed on a users inbox or outbox index.

The user may request to delete one, several, or all messages in his/her inbox or outbox. If DELETE INBOX ALL or DELETE OUTBOX ALL is chosen, the user is given the total number of inbox or outbox messages and asked to check if all the messages should be deleted. By typing "YES", all the messages, in the inbox or outbox, will be deleted and the system returns with a question mark and waits for the next command. For all the other delete requests the user reads the title and the outbox message and is asked if this is the correct message to delete. After the system deletes a message the user will get a notice that the message has been deleted.

How to activate the DELETE command:

In all the options below "D" may be used instead of "DELETE"

The DELETE options for inbox messages are:

"DELETE INBOX N"
    Will delete inbox N

"DELETE INBOX N1, N2..."
    Will delete inbox message N1, then message N2, etc.

"DELETE INBOX ALL"
    Will delete all inbox messages

The DELETE options for outbox messages are:

"DELETE OUTBOX N"
    Will delete outbox N

"DELETE OUTBOX N1, N2..."
    Will delete outbox message N1, then message N2, etc.

"DELETE OUTBOX ALL"
    Will delete all outbox messages

SEND

The SEND command lets the user send an outbox message to other users in the MAILWAY system. An outbox message must have at least one text line followed by valid mailing and distribution parameters to be sent. If a user requests a message to be sent and does not have all the needed information, an error message showing the missing or invalid information will be printed.

The user enters in the command "SEND", or "SEND" followed by an outbox number. If no outbox number has been entered, the user will be asked for an outbox number. When using the CREATE, EDIT, REPLY and FORWARD commands, typing /END after the distribution parameter entry will bring the user to the SEND command.

How to activate the SEND command:

"Send" or "S"

FORWARD

The FORWARD command lets the user send received inbox messages to other users in the MAILWAY system. The FORWARD command does not permit changes to the title or the mail message text, therefore only the distribution parameters may be entered. This will insure that the message stays the same.

The user types in FORWARD, or FORWARD followed by an inbox number. If there is not an inbox number entered the system asks which inbox number is to be forwarded. The title, author, and "MAIL ITEM ID" of the inbox message are printed and the user is asked if this is the correct message to be forwarded. An outbox number is then assigned. There is no text entry section to a forwarded outbox message, because the text of the outbox message is the same as the inbox message sent.

Mailing parameter section is identified by an "M" after the line number. This section lists the Priority and Security of the mail message and the Home Confirmation and Reply Requested values. The user should leave Priority and Security at 3. They should leave Home Confirmation at NO. Reply Requested may be left at NO or changed to YES. A Reply Requested of YES along with a date will notify the user receiving the message that the sender wants a reply by the date given.

Following mailing parameter entry is distribution parameter entry. Distribution parameter section is identified by a "D" after the line number. This section lists the address for users to receive the outbox message being created. Each line should have one valid address. Each line will be checked against the computer center's directory as it is entered. Any invalid entry will result in an error message. Once the distribution parameter section has been finished, type in the command /END. This will end the FORWARD command and begin SEND.

Within the FORWARD command there are three more commands to be used while creating an outbox message, they are /, /END, and /LIST.

The / command may be used while in the distribution parameter section. This will return a question mark, the user may now insert new lines between existing lines, rewrite lines, or delete existing lines. To insert a distribution line type in a new line number followed by a "D" and type in the information (mailing parameter lines may not be inserted). The new line number chosen must be within the range of line numbers for the distribution parameter section. If there are no available line numbers the /LIST command can be used to renumber all lines in multiples of 100 to permit line insertion. To rewrite a line type in the line number and the letter "M", or "D", and type in the new information. To delete a distribution line type in the line number followed by the letter "D" and press the RETURN key (mailing parameter lines may not be deleted).

/List may be used while in the distribution parameter section. This command will renumber and print the outbox message lines being created.

If the user has finished the distribution parameter section, then /END will end the FORWARD command and ask the user if (s)he wants to send the outbox message just created.

Use of the BREAK or ESCAPE key when in the FORWARD command will cancel the forward session. The outbox message will be created, if there were no mailing parameters on the outbox message then the default mailing parameters will be inserted in the outbox message being created. Then the system will return with a question mark waiting for a new command.

How to activate the FORWARD command:

"Forward" or "F"

REPLY

The REPLY command takes the title from an inbox message and enters the author of the inbox message as one user to receive the new message being created.

The user enters REPLY, or REPLY followed by an inbox number. If the user has not typed an inbox number, (s)he is asked which inbox number to reply to. Next the title, author, and "MAIL ITEM ID" of the message will be printed and the user will be asked if this is the correct message. The title from the message is presented to the user with the option to change this title. The user can then begin to type the text of the message.

Text section is identified by a "T" aftar the line number. The text section contains the actual message being created. The user will be given a line number followed by a "T". When the user is finished typing the text, type in /END.

Mailing parameter section is identified by an "M" after the line number. This section lists the Priority and Security of the mail message which should always be 3. It also lists the Home Confirmation and Reply Requested values. These values will be set at NO. Home Confirmation should be left at NO. Reply Requested can be changed to YES if the user would like the users receiving the message to know that a reply is requested by the date given.

After the mailing parameter section is the distribution parameter section. The distribution parameter section is identified by a "D" after the line number. This section lists the address for users who are to receive the outbox message being created. Each line should contain one valid address. The system prints the author of the inbox message the user is replying to as the first user to receive the message. Each line will be checked against the computer directory as it is entered. Any invalid address will result in an error message. Once the distribution parameter entry has been completed, type in the command /END. This will end the REPLY command and begin SEND.

Within the REPLY command there are three other commands to be used while creating an outbox message, they are /, /END, and /LIST.

The / command may be used while typing in text or distribution parameters. A question mark will be returned. The user may now insert new lines between existing lines, rewrite lines, or delete lines. To insert a text or distribution line, type in a new line number followed by "T" (if text) or "D" (if distribution parameter) and type in the information. The unused line number chosen must be within the range of line numbers for the section it is to be inserted into (i.e. if inserting a text line the line number must be less than the first mailing parameter line number). If there are no available line numbers, the /LIST command can be used to renumber all lines in multiples of 100 to permit a line to be inserted. To rewrite a line, type in the line number and the letter "T" or "D", and type in the new information. To delete a text or distribution line type in the line number followed by the letter "T" or "D" and press the RETURN key.

If the user is in the text section then /END will bring the user from the text section into the mailing parameter section. The user will then be led into the distribution parameter section. If the user has finished the distribution parameter section then /END will end the REPLY command and the user will be asked if (s)he wants to send the outbox message just created.

/LIST may be requested while in the text section or distribution parameter section. This command will renumber and print the outbox message being created.

Use of the BREAK or ESCAPE key when in the REPLY command will cancel the REPLY session. The outbox message will be created. The system will then return with a question mark waiting for a new command.

How to activate the REPLY command:

```
"REPLY" or "R"
```

STATUS

The STATUS command will print an index of all mail messages which have been sent by the user. The system will delete status messages.

For each STATUS message the index will give the following information.

- The "MAIL ITEM ID"
- Title with a maximum of 25 characters
- Home Confirmation - If the message was sent with Home Confirmation as "YES"
- Confirmed -"YES" means the mail message has been received by all the recipients, "NO" means not all the recipients have received the mail message
- Sent - date the mail message was sent
- Priority of the mail message (should be 3)
- Security of the message (should be 3)
- Reply Requested - If message was sent with reply requested, the date is given.

The order of the STATUS index is by date, with the oldest messages being listed first.

How to activate the STATUS command:

```
"Status" or "ST"
```

In addition to the status index the user may ask for a detailed status. Detailed status lists the users who were sent a mail message and whether the message has been delivered to each user.

Detailed status may be available for messages listed on the status index.

To get detailed status type STATUS followed by a valid "MAIL ITEM ID".

LOGOFF

The LOGOFF command, "L", is used to end the Mailway session. The connection time in hours and minutes is printed. The user is asked if (s)he wants to logoff at this time.

How to activate the LOGOFF command:

```
"L"
```

LOGGING ON TO MAILWAY

The communication link with MAILWAY is activated by dialing and connecting to the data line on the telephone. The user will be greeted with the MAILWAY center address, and the current date and time.

The user must enter his/her name in the format of first initial followed by last name. Next the user's password is entered. This password must be their MAILWAY personal password. The above must be in uppercase (capital letters). If the system recognizes the name and password, then the user will be given all the logon information. If the name and password are not unique and the computer asks for more information, the user should call the Postmaster.

The user will then be given the number of inbox and outbox messages they have and the default mailing parameters. There may be a Logon message written by the Postmaster for the user. This message will be used to tell the users about system activities, such as if the system will be down for a certain time period.

A sample logon session is shown on the following page.

LOGGING ON TO MAILWAY EXAMPLE

What Mailway is doing:

```
Center name, date, time        MAILWAY CENTER S0010000        01/31/84     10:59AM
Asks for name                  ENTER NAME
Enter name next to ?           ? CJOHNSON
Asks for password              ENTER PASSWORD
Enter password next to ?       ? *****
Lists inbox & outbox items     WELCOME CATHY JOHNSON   INBOX =  2   OUTBOX =  9
Lists mailing parameters       PRIORITY = 3, SECURITY = 3, HOME CONFIRM = NO, REPLY REQUESTED = NO

Mailway greeting               HELLO NEW USER: WELCOME TO THE NEW ELECTRONIC MAIL SYSTEM
Asks for a command             ?
```

CREATING A MESSAGE

The CREATE command is used to write outbox messages to be sent by the MAILWAY system. The user will type a title, text, and distribution parameters. CREATE gives the user line numbers in multiples of 100, which allows easy insertion, changes, and deletion. When the user writes an outbox message, it will be stored on the system. The message will remain there until the user deletes it.

To activate the create command, type "CREATE" or "C".

A mail message must contain all of the contents listed below. MAILWAY will prompt the user for information needed in each section.

MAIL MESSAGES CONSIST OF THE FOLLOWING ELEMENTS:

Title	Up to 25 characters, must be typed before any text section entry.
Text	This section contains the actual message being written. The user will be given a line number followed by a "T". No changes will be made at this time except by using the backspace key or control H. When the text section is finished, type /END in the next line to begin the mailing parameters section.
Mailing Parameters	This section is identified by an "M" after the line number. This section lists the Priority and the Security of the mail message and the Home Confirmation and Reply Requested values. These values have already been assigned (default values), so the user will be asked, "Do you want to use your default parameters (yes/no) ?". If you want to request a reply, you will answer NO. The Home Confirmation must be left at NO. Always leave the Priority and Security values at 3. Reply Requested value may be changed. Responding "YES" to Reply Requested will allow the user to state that they want a reply to the message and the date that they want the reply.
Distribution Parameters	This section is identified by a "D" after the line number. This section lists the address for the users to receive the outbox message being created. Each line should have one valid address. Each line will be checked against the computer's directory as it is entered. Any invalid address will result in an error message.

SPECIAL COMMANDS USED WITH THE CREATE FUNCTION:

/END	Used to move from the text section of the message to the mailing parameters section. The mailing parameter section will automatically lead into the distribution parameter section. If the user has completed the distribution parameter section, /END will end the CREATE command and ask if the user wants to send the outbox message just created.
/LIST	May be used while in the text section or distribution parameter section. This command will renumber all lines in multiples of 100 and print the oubox message being created.
/	May be used while in the text section or the distribution parameter section. This will return a question mark. The user may now insert new lines, rewrite lines, or delete lines. To insert a line - To insert a text line type in a new line number followed by "T" and type in the information. To insert a distribution section line type in a new line number followed by a "D" and enter the information. The new line number must be within the range of line numbers for the section inserting into. If there are no available line numbers, the /LIST command can be used to renumber all lines. To rewrite a line - Type in the line number and the letter "T" (if rewriting a line of text) or "D" (if rewriting a distribution line), and type in the new information. To delete a line - Type in the line number followed by a "T" (if deleting a text line) or a "D" (if deleting a distribution section line). Then press the RETURN key.
Backspace or Control H	Moves the cursor back one character to correct mistakes.
Break or Escape key	Cancels the current CREATE session. The outbox message will be saved and MAILWAY will return with a question mark so that the user can type a new command.

On the following page, a sample CREATE message session is shown.

CREATE EXAMPLE

What Mailway is doing:

```
Create command                         ? CREATE
Mailway assigns the OUTBOX number      OUTBOX NUMBER: 4
Enter title of mail (25 characters)    TITLE : TEST MESSAGE
Mailway generates this section         ***TEXT ENTRY***
100T First line of text                100T THIS IS A TEST MESSAGE FOR THE
200T                                   200T MAILWAY POSTMASTER.
300T                                   300T PLEASE SAY HELLO
400T / command to change line 300      400T /
300T Correct line for 300T             ? 300T PLEASE DELETE WHEN RECEIVED
400T Fourth line                       400T THANK YOU
500T Moves to Mailing Parameters       500T /END
Mailway generates this line            ***MAILING PARAMETERS ENTRY***
Asks for Default Parameters            DO YOU WANT TO USE YOUR DEFAULT MAILING PARAMETERS (YES/NO) ? NO
500M Priority (do not change)          500M PRIORITY: 3                 CHANGE VALUE (YES/NO) ? NO
600M Security (do not change)          600M SECURITY: 3                 CHANGE VALUE (YES/NO) ? NO
700M Reply YES for Home Confirmation   700M HOME CONFIRMATION: NO       CHANGE VALUE (YES/NO) ? YES
800M Answer NO for Reply               800M REPLY REQUESTED: NO         CHANGE VALUE (YES/NO) ? NO
Mailway generates this line            ***DISTRIBUTION PARAMETER ENTRY***
900D Addressee                         900D MPOSTMASTER
1000D Sends the message to all REAAs   1000D /DIVRE
1100D Ends the create message          1100D /END
Mailway generates this line            OUTBOX NUMBER 4
Mailway generates this line            TITLE: TEST MESSAGE
Reply YES to send the message          SEND (YES/NO) ? YES
Mailway generates this line            ITEM ID 001-2374A HAS BEEN PREPARED FOR SENDING
Reply CREATE to create another mail    ?L
   message or L to logoff.             MAILWAY CONNECTION TIME (HH:MM)11:12
                                       OKAY TO DISCONNECT (YES/NO) ? YES

                                       CURRENT MAILWAY SESSION HAS BEEN TERMINATED
```

EDITING A MESSAGE

The EDIT command lets the user change an outbox message which has already been written.

If the outbox message was created with CREATE, COPY or REPLY, any line of the message may be edited. This includes lines in the title, text, mailing parameter, and distribution parameter sections.
If the outbox message was created with the FORWARD command, only the mailing parameter and distribution parameter section lines may be changed.

To activate the EDIT command, type "EDIT" or "E".

The user types in the command "EDIT", or "EDIT" followed by the outbox number. If no outbox number has been entered, then the system will choose the message last worked on, giving the user the chance to choose a different message. The title of that message is printed which the user may change.

OUTBOX MESSAGES CONTAIN THE FOLLOWING SECTIONS:

Title	Up to 25 characters. When the user types in the command EDIT, or EDIT followed by the outbox number, the title of the message will be printed. MAILWAY generates the next line, which asks if you want to change the title.
Text	Identified by a "T" after the line number. The text section contains the actual message being created.
Mailing Parameters	Identified by an "M" after the line number. This section lists the Priority and Security of the mail message and the Home Confirmation and Reply Requested values. Priority and Security should always be left at 3. An answer of YES for Home Confirmation will result in a notice in the outbox that the message was received. An answer of YES for Reply Requested will result in the system asking for the date the reply is requested. The message that the user requests the reply by the date given is delivered with the message. To change a mailing parameter line, type in the new line in the exact format as the original line.
Distribution parameters	Identified by a "D" after the line number. This section lists the address of users to receive the outbox message being created. Each line should have one valid address. Each line will be checked against the computer center's directory as it is entered. Any invalid address will result in an error message.

COMMANDS USED WITH THE EDIT FUNCTION:

/LIST	Used to list the text, mailing parameter, and distribution parameter sections of the message (all lines). Also renumbers all lines in multiples of 100 to allow the insertion of a line.
/END	Used to end the EDIT command once the editing has been finished. The user will be given a chance to either replace the outbox message, create a new one from the edited version, or cancel out of the edit command without saving the changed version. The system will then ask if the user wants to send the outbox message. Special note: The first time an outbox message which was created by COPY is edited, the system will automatically begin mailing parameter entry followed by distribution parameter entry.
Break or Escape key	This will end the edit session. The outbox message which was being edited will stay the same, but a new outbox message will be created which has all the changes that were made to the message while in the EDIT command. The only exception is when the message being edited was originally created using the FORWARD command. In this case, the original outbox message is replaced with all of the changes that were made during the edit session.

To insert, rewrite, or delete a text or distribution line in the EDIT function

To insert a text or distribution line:

Simply type in a new line number followed by "T" or "D" and type in the information . The unused line number chosen must be within the range of line numbers for the section it is to be inserted into (i.e. if inserting a text line the line number must be less than the fist mailing parameter line number). If there are no available line numbers, the /LIST command can be used to renumber all lines in multiples of 100.

To rewrite a line:

Type in the line number and the letter "T", or "D" and type in the new information.

To delete a text or distribution line:

Type in the line number followed by the letter "T" or "D" and press the RETURN key.

To rewrite a mailing parameter line while in the EDIT function

To rewrite a mailing parameter line:

Type in the new line in the exact format as the original line.

On the following page, a sample EDIT message session is shown.

EDIT EXAMPLE

```
What Mailway is doing:

EDIT Command with outbox number              ? EDIT OUTBOX 4
Mailway prints this line                     OUTBOX NUMBER 4
Mailway asks for a change of title           TITLE: TEST MESSAGE
   If title is to change respond YES         CHANGE TITLE (YES/NO) ? NO
LIST the OUTBOX to see what needs changing   ? /LIST
                                             100T THIS IS A TEST MESSAGE FOR THE
                                             200T MAILWAY POSTMASTER.
                                             300T PLEASE DELETE WHEN RECEIVED
Last line of text                            400T THANK YOU
                                             500M PRIORITY: 3
                                             600M SECURITY: 3
                                             700M HOME CONFIRMATION: YES
Last line of mailing parameters              800M REPLY REQUESTED: NO
                                             900D MPOSTMASTER
Last line of distribution parameters         1000D /DIVRE
Mailway prints this line                     ***COMPLETION OF THE LIST OUTBOX***
? Change line 300T                           ? 300T PLEASE READ THEN DELETE.
? Done with change to OUTBOX                 ? /END
Do you want to replace the OUTBOX            REPLACE OR CREATE A NEW ITEM BEFORE EXITING (YES/NO) ? YES
                                             REPLACE OUTBOX NUMBER 4 (YES/NO) ? YES
Mailway generates this line                  OUTBOX NUMBER 4 REPLACED
Mailway wants to know if you want to SEND    SEND (YES/NO) ? NO
                                             OUTBOX NUMBER 4 WILL NOT BE SENT
```

FORWARDING A MESSAGE

The FORWARD command lets the user send received inbox messages to other users in the MAILWAY system. The FORWARD command does not permit changes to the title or the mail message text, therefore only the mailing parameters and distribution parameters may be entered. This will insure that the message stays the same.

To activate the FORWARD command, type "FORWARD" or "F".

The user types in "FORWARD", or "FORWARD" followed by an inbox number. If there is not an inbox number entered the system asks which inbox number is to be forwarded. The title, author, and "MAIL ITEM ID" of the inbox message are printed. The user is asked if this is the correct message to be forwarded. An outbox number is then assigned. There is no text entry section to a forwarded outbox message, because the text of the outbox message is the same as the inbox message sent.

INBOX MESSAGES CONTAIN THE FOLLOWING SECTIONS:

Title	Up to 25 characters. The title of a message cannot be changed using the FORWARD command.
Text	Identified by a "T" after the line number. The text section contains the actual message being created. The text of a message cannot be changed using the FORWARD command.
Mailing parameters	Identified by an "M" after the line number. This section lists the Priority and Security of the mail message and the Home Confirmation and Reply Requested values. The user should leave Priority and Security at 3. They should leave Home Confirmation at NO. Reply Requested can be left at NO or changed to YES. A Reply Requested of YES along with a date will notify the user receiving the message that the sender wants a reply by the date given.
Distribution parameters	Identified by a "D" after the line number. This section lists the address for users to receive the outbox message being created. Each line should have one valid address. Each line will be checked against the computer center's directory as it is entered. Any invalid entry will result in an error message. Once the distribution parameter section has been finished, type in the command /END. This will end the FORWARD command and begin SEND.

COMMANDS USED WITH THE FORWARD FUNCTION:

/	Used while in the distribution parameter section. This will return a question mark. The user may now insert new lines between existing lines, rewrite lines, or delete existing lines. To insert a distribution line (mailing parameter lines may not be inserted), type in a new line number followed by a "D" and type in the information . The new line number chosen must be within the range of line numbers for the distribution parameter section. If there are no available line numbers the /LIST command can be used to renumber all lines in multiples of 100 to permit line insertion. To rewrite a line, type in the line number and the letter "M", or "D", and type in the new information. To delete a distribution line (mailing parameter lines may not be deleted), type in the line number followed by the letter "D" and press the RETURN key.
/LIST	Used while in the distribution parameter section. This command will renumber and print the outbox message being created.
/END	If the user has finished the distribution parameter section, then /END will end the FORWARD command and ask the user if (s)he wants to send the outbox message just created.
Break or Escape key	Use of the BREAK or ESCAPE key when in the FORWARD command will cancel the forward session. The outbox message will be created, if there were no mailing parameters on the outbox message then the default mailing parameters will be inserted in the outbox message being created. Then the system will return with a question mark waiting for a new command.

To forward an inbox message

Once in the FORWARD session, enter the inbox number. The title, author, and "MAIL ITEM ID" of the inbox message are printed. The user is asked if this is the correct message to be forwarded.
If the user responds "YES", Mailway will assign an outbox number to the message and print the outbox number as the next line.
Next, Mailway will begin the mailing parameters section and ask if the values should be changed. Remember that Priority and Security values should be left at 3.
Mailway will begin the distribution parameters section and generate the first line, identified by a "D" after the line number. Enter the address of the user. When finished entering the address, or addresses (one per line), type /END to end this section. Mailway will assign an outbox number, print the title of the message, and ask if the user wants to send the message. A response of "YES" will send the message, and Mailway will print the "ITEM ID" number and confirm that it has been prepared for sending.

On the following page, a sample FORWARD message session is shown.

FORWARD EXAMPLE

What Mailway is doing:	
Enter FORWARD	? FORWARD
Enter the INBOX Number	INBOX NUMBER ? 3
Mailway displays the Title	TITLE: TASK FORCE MEETING AUTHOR S. JONES ITEM ID: 001-0079M
Enter YES	FORWARD (YES/NO) ? YES
Mailway assigns the OUTBOX number	OUTBOX NUMBER: 10
Mailway displays the Title	TITLE: TASK FORCE MEETING
Allows for changing the Mailing Parameters	***MAILING PARAMETER ENTRY***
Priority - Do not change	100M PRIORITY: 3 CHANGE VALUE (YES/NO) ? NO
Security - Do not change	200M SECURITY: 3 CHANGE VALUE (YES/NO) ? NO
	300M HOME CONFIRMATION: NO CHANGE VALUE (YES/NO) ? NO
	400M REPLY REQUESTED: NO CHANGE VALUE (YES/NO) ? NO
Distribution Parameters	*** DISTRIBUTION PARAMETER ENTRY ***
Forwards message to Anchorage	500D M ANCHORAGE
	600D /END
	OUTBOX NUMBER 10
	TITLE: TASK FORCE MEETING
	SEND (YES/NO) ? YES
	ITEM ID 001-0082M HAS BEEN PREPARED FOR SENDING
	?

REPLYING TO A MESSAGE

The REPLY command takes the title from an inbox message and enters the author of the inbox message as one user to receive the new message being created.

To activate the reply command, type "REPLY" or "R".

The user enters REPLY or REPLY followed by an inbox number. If the user has not typed an inbox number, (s)he is asked which inbox number to reply to. Next the title, author, and "MAIL ITEM ID" of the message will be printed and the user will be asked if this is the correct message. The title from the message is presented to the user with the option to change the title. The user can then begin to type the text of the message.

OUTBOX MESSAGES CONTAIN THE FOLLOWING SECTIONS:

Title	Up to 25 characters. The title of the REPLY message may be changed. Within the REPLY session, when the title is printed, the user is asked if (s)he wishes to change the title.
Text	Identified by a "T" after the line number. The text section contains the actual message being created. The user will be given a line number followed by a "T". When the user is finished typing the text, type in /END.
Mailing parameters	Identified by an "M" after the line number. This section lists the Priority and Security of the mail message which should always be 3. It also lists the Home Confirmation and Reply Requested values. These values will be set at NO. Home Confirmation should be left at NO. Reply Requested can be changed to Yes if the sender would like the users receiving the message to know that a reply is requested by the date given.
Distribution parameters	Identified by a "D" after the line number. This section lists the address for users who are to receive the outbox message being created. Each line should contain one valid address. The system prints the author of the inbox message the user is replying to as the first user to receive the message. Each line will be checked against the computer directory as it is entered. Any invalid address will result in an error message. Once the distribution parameter entry has been completed, type in the command /END. This will end the REPLY command and begin SEND.

COMMANDS USED WITH THE REPLY FUNCTION:

/	Used while typing in text or distribution parameters. A question mark will be returned . The user may now insert new lines between existing lines, rewrite lines, or delete lines. To insert a line - Type in a new line number followed by "T" (if text) or "D" (if distribution parameter) and type in the information. The unused line number chosen must be within the range of line numbers for the section it is to be inserted into (i.e. if inserting a text line the line number must be less than the first mailing parameter line number). If there are no available line numbers the /LIST command can be used to renumber all lines in multiples of 100 to permit a line to be inserted. To rewrite a line - Type in the line number and the letter "T" or "D", and type in the new information. To delete a line - Type in the line number followed by the letter "T" or "D" and press the RETURN key.
/END	Brings the user from the text section into the mailing parameter section. The user will then be led into the distribution parameter section. If the user has finished the distribution parameter section then /END will end the REPLY command and the user will be asked if (s)he wants to send the outbox message just created.
/LIST	May be requested while in the text section or distribution parameter section. This command will renumber and print the outbox message being created.
Break or Escape key	Cancels the REPLY session. The outbox message will be created. The system will then return with a question mark waiting for a new command.

On the following page, a sample REPLY session is shown.

REPLY EXAMPLE

What Mailway is doing:	
REPLY Command	? REPLY
Mailway asks for INBOX Number	INBOX NUMBER ? 3
Mailway prints the title	TITLE: PRODUCTIVITY MEMO AUTHOR: JGAYNOR ITEM ID: 001-0082M
Respond to Reply	REPLY (YES/NO) ? YES
Prints outbox number	OUTBOX NUMBER: 6
Asks if you want to change title	TITLE: PRODUCTIVITY MEMO CHANGE TITLE (YES/NO) ? NO
Begins text	***TEXT ENTRY***
First line of text	100T THE STATISTICS FOR NOVEMBER INDICATE
Second line of text	200T AN INCREASE IN TRIPS TO BOSTON
Ends the text section	300T /END
Begins mailing parameters	*** MAILING PARAMETER ENTRY***
Do not change Priority	400M PRIORITY: 3 CHANGE VALUE (YES/NO) ? NO
Do not change Security	500M SECURITY: 3 CHANGE VALUE (YES/NO) ? NO
	600M HOME CONFIRMATION: NO CHANGE VALUE (YES/NO) ? NO
	700M REPLY REQUESTED: NO CHANGE VALUE (YES/NO) ? NO
Begins distribution section	***DISTRIBUTION PARAMETER ENTRY***
Prints name of person replying to	1000D MPOSTMASTER
Ends the distribution section	1100D /END
Prints outbox number of this reply	OUTBOX NUMBER: 6
Mailway prints the title	TITLE: PRODUCTIVITY MEMO
Respond to Send	SEND (YES/NO) ? YES
	ITEM ID 001-0084M HAS BEEN PREPARED FOR SENDING

MAILWAY

MAIL IN LOG

OPERATOR: ____________________ DATE: ____________________

LOCATION: ____________________ SYSTEM: ____________________

Date	Doc Id	Document Name	Mail Item	Local Receivers	Remarks

Electronic Mail System

MAILWAY

Batch Mode

Reference Guide

State of Alaska
Department of Education
Data Processing

October 1984

This guide has been written to provide you with information about creating and sending batched messages through the MAILWAY system.

BATCHED MESSAGES

Batched messages are created on your own computer, before dialing into the MAILWAY computer. Several messages can be created and stored in your computer until you are ready to send them. Once interactive with the main computer, the messages stored on your computer can be sent all at once. As discussed in the EMS MAILWAY Training Manual, you are charged for the use of phone lines while interactive with the MAILWAY computer. Creating messages in batch mode will help to keep your online time to a minimum.

PREPARING TO SEND A BATCH

You should have the necessary batch communications and text or word processing software for your computer, as well as the manuals that explain file or document creation, editing controls, and other operations which will be unique to the software you will be using. Become familiar with the creation and storage of files on your computer. Learn the special commands that you give your computer to initiate a batch or file transfer. If you are using a Gnat computer, read the Electronic Mail System MAILWAY Gnat Reference Guide. It shows you how to prepare the computer for MAILWAY interaction and batch creation, and how to send a batch.

It is recommended that you read the other EMS MAILWAY guides before creating your first batch. Once familiar with MAILWAY operation and message formats, you will have a better understanding of the what is discussed here. Instructions for MAILWAY log on and log off procedures, and valid address formats, including address lists, are given in the Electronic Mail System MAILWAY Training Manual. Practice exercises using MAILWAY commands are also provided. MAILWAY commands are explained in detail in the Electronic Mail System MAILWAY Reference Manual.

COMPONENTS OF A BATCHED MESSAGE

The CREATE Command	The CREATE command in your batched message starts the CREATE function once interactive with the MAILWAY computer. The full word CREATE may be used, or the abbreviation C .
Message Title	Must not be longer than 25 characters. A title is required. If omitted, the message will not be sent.
Text Lines	Contain the actual body of the message, including the salutation and closing lines. Separate "ATTN:" and "SUBJECT:" prompts are not provided in the MAILWAY system. If required, these should be typed as the first lines of text.
/END	This is typed twice on separate lines in the message, once following the text section, and again following the address lines.
Address Lines	Called Distribution Section. A valid address must be included in the message. More than one address is allowed, but each is entered on a separate line. A valid address list name can also be used.
YES	This is typed twice on separate lines in the message, following the /END commands.

CREATING AND SENDING BATCHED MESSAGES

1. Prepare your computer to create a file or document. This is where you will create your message or batch of messages, before you are dialed in to the MAILWAY computer.

2. On the first line of your file, type CREATE or C and press RETURN. (See the example on page 5 as you work the following steps.)

3. On the second line, type the title of your message, 25 characters or less, and press RETURN.

4. On the third line, enter the first line of text. Do not exceed 71 characters, or your lines will be truncated. Press RETURN. Continue typing lines, pressing RETURN after each, until you are finished with the body of your message. NOTE: The "ATTN:" and "SUBJECT:" lines are not automatically included on the MAILWAY system. If required, they should be the first lines of text, and the phrases "ATTN:" and "SUB:" should be typed on each. Salutation and closing lines are also considered part of the text section.

5. On the next line, the line directly under your last line of text, type /END and press RETURN.

6. On the next line, type YES and press RETURN.

7. Enter the address of the recipient on the next line and press RETURN. If more than one address is to be used, enter each address on a separate line.

8. On the line following the last address entered, type /END and press RETURN.

9. On the next new line, type YES and press RETURN.

10. If you have additional messages to create, repeat steps 2 through 9 until you are finished. Do not insert blank lines between each message in a batch.
    NOTE: When sending separate messages to the same recipient in one batch, the last message will be sent first. For example, if you sent two messages in one batch to the same person, the second message would be message number 1 in their mailbox and the first message would be message number 2.

11. Save the file or document you have just created. Exit out of the editor or word processor you have been using.

12. Prepare your computer to dial into the MAILWAY computer.

13. Log on to the MAILWAY computer.

14. At the first question mark (?) prompt, type the command that will initiate the batch you created to be read by MAILWAY. (Instructions that go with your communications software should provide information on how to pull up your batch file once you are online with another computer.)

    After the batched messages are displayed, MAILWAY will provide a message that says:

    ITEM ID ###-####X HAS BEEN PREPARED FOR SENDING

    This means that your messages have been sent.

15. At the next ? prompt, log off from the MAILWAY computer.

Batch Creation Session

Shown in the right hand column is the format of a sample batch. (The RETURN key must be pressed after each line.) In the left hand column is an explanation of what is being typed.

```
CREATE command......................... CREATE
Message title.......................... TEST BATCH MESSAGE 1
Attention line - begins text section... ATTN: EMS POSTMASTER
Subject line........................... SUB: BATCHED MESSAGE TEST
Salutation............................. DEAR POSTMASTER,
Body of message........................ I AM TYPING THE FIRST MESSAGE IN MY BATCH.  TITLES MUST NOT EXCEED 25
  "   "   "    ........................ CHARACTERS.  TEXT LINES MUST NOT EXCEED 71 CHARACTERS.
Close.................................. SINCERELY,
Signature (author)..................... EMS OPERATOR
Ends the text section.................. /END
Sets mailing requirements.............. YES
Valid address - distribution section... MPOSTMASTER
Ends the distribution section.......... /END
Sends the message...................... YES
CREATE command - begins 2nd message.... CREATE
Message title.......................... TEST BATCH MESSAGE 2
Attention line - begins text section... ATTN: EMS USER
Subject line........................... SUB: BATCHED MESSAGE TEST
Salutation............................. DEAR EMS USER,
Body of message........................ THIS IS THE SECOND MESSAGE IN MY TEST BATCH.  I KNOW THAT I CAN HAVE
  "   "   "    ........................ MORE THAN ONE RECIPIENT FOR A BATCHED MESSAGE.  EACH ADDRESS MUST BE
  "   "   "    ........................ TYPED ON A SEPARATE LINE.  I WILL SEND THIS MESSAGE TO 2 EMS
  "   "   "    ........................ ADDRESSES.  PLEASE DELETE THIS MESSAGE AFTER YOU RECEIVE IT.
Close.................................. SINCERELY,
Signature (author)..................... EMS OPERATOR
Ends the text section.................. /END
Sets mailing requirements.............. YES
Valid address - distribution section... M DOE/MLF
2nd valid address...................... M DOE/DATA PROC
Ends the distribution section.......... /END
Sends the message...................... YES
CREATE command - begins 3rd message.... CREATE
Message title.......................... TEST BATCH MESSAGE 3
Attention line - begins text section... ATTN: EMS POSTMASTER
Subject line........................... SUB: BATCHED MESSAGE TEST
Salutation............................. DEAR POSTMASTER,
Body of message........................ THIS IS THE THIRD MESSAGE IN MY TEST BATCH.  I HAVE LEARNED THAT I
  "   "   "    ........................ CAN USE ANY OF THE MAILWAY VALID ADDRESSES FOR THE RECIPIENTS OF MY
  "   "   "    ........................ MESSAGE.  I FOUND LISTINGS OF THEM IN THE MAILWAY TRAINING MANUAL.
Close.................................. SINCERELY,
Signature (author)..................... EMS OPERATOR
Ends the text section.................. /END
Sets mailing requirements.............. YES
Valid address - distribution section... MPOSTMASTER
Ends the distribution section.......... /END
Sends the message...................... YES
```

SAMPLE MAILWAY SESSION

(User response in bold)

```
MAILWAY CENTER S0010000        01/31/84        10:59AM
ENTER NAME
? MADAK
ENTER PASSWORD
? ***
WELCOME ADAK        INBOX =2        OUTBOX =9
PRIORITY =3, SECURITY =3, HOME CONFIRM =NO, REPLY REQUESTED =NO


HELLO NEW USER: WELCOME TO THE NEW ELECTRONIC MAIL SYSTEM
? CREATE
OUTBOX NUMBER: 4
TITLE : TEST MESSAGE
***TEXT ENTRY***
100T THIS IS A TEST MESSAGE FOR THE
200T MAILWAY POSTMASTER.
300T PLEASE SAY HELLO
400T /
? 300T PLEASE DELETE WHEN RECEIVED
400T THANK YOU
500T /END
***MAILING PARAMETERS ENTRY***
DO YOU WANT TO USE YOUR DEFAULT MAILING PARAMETERS (YES/NO) ? NO
500M PRIORITY: 3            CHANGE VALUE (YES/NO) ? NO
600M SECURITY: 3            CHANGE VALUE (YES/NO) ? NO
700M HOME CONFIRMATION: NO       CHANGE VALUE (YES/NO) ? NO
800M REPLY REQUESTED: NO       CHANGE VALUE (YES/NO) ? YES
900M REPLY DATE: (MM/DD/YY) ? 02/07/84
DISTRIBUTION PARAMETER ENTRY***
1000D MPOSTMASTER
1100D /DIVRE
1200D /END
OUTBOX NUMBER 4
TITLE: TEST MESSAGE
SEND (YES/NO) ? YES
ITEM ID 001-2374A HAS BEEN PREPARED FOR SENDING
?L
MAILWAY CONNECTION TIME (HH:MM)11:12
OKAY TO DISCONNECT (YES/NO) ? YES

CURRENT MAILWAY SESSION HAS BEEN TERMINATED
```

011748

Electronic Mail System

MAILWAY
Command

Quick Reference Card

Postmaster Phone Number: 465-2808

Postmaster Address:
State of Alaska
Department of Education
Pouch F
Juneau, AK 99811

ATTN: Data Processing—EMS
Postmaster

EMS Postmaster Address:
MPOSTMASTER

EMS Computer Phone Numbers

Call the location nearest you:

Anchorage	333-6581
Fairbanks	452-1681
Juneau	465-2481
Ketchikan	225-9200
	~~or 225-9300~~

MAILWAY COMMANDS

Left hand column lists command words and abbreviations to enter at ? prompt. Command options are listed below explanations.
# stands for message number.

AUTHORIZATION	Lets user change default mailing parameters for the duration of the current session. Only the Reply Requested value may be changed.
COPY **CO**	Lets user copy an inbox message into an outbox message.
CREATE **C**	Lets user create an outbox message.
DELETE **D**	Lets user delete inbox or outbox messages. **DELETE INBOX #** **DELETE INBOX #, #, #** **DELETE INBOX ALL** **DELETE OUTBOX #** **DELETE OUTBOX #, #, #** **DELETE OUTBOX ALL**
EDIT **E**	Lets user change outbox messages. **EDIT** **EDIT #**
FORWARD **F**	Lets user send received inbox items to other users. **FORWARD** **FORWARD #**

HELP **H**	This will print a list of all commands. **HELP** **H (COMMAND)—H EDIT** lists description of EDIT command
INBOX **I**	Gives an index listing of the the mail messages received by the user. **INBOX**—newest items first **INBOX BY SIZE**—shortest items first
L	Ends the session. This stands for "logoff" and only the abbreviation "L" will be used.
OUTBOX **O**	Gives an index listing mail messages written by the user. **OUTBOX**—oldest items first **OUTBOX BY SIZE**—shortest items first **OUTBOX IF SENT**—items that have been sent, oldest first **OUTBOX IF NOT SENT**—items that have not been sent, oldest first
PRINT **P**	Lets user print inbox or outbox messages. **PRINT INBOX ALL**—all items, newest first **PRINT INBOX BY SIZE**—all items, those with fewest lines first **PRINT INBOX #** —item number specified **PRINT INBOX #, #, #** —item numbers specified **PRINT INBOX # FROM 10**—item number from line 10 **PRINT INBOX # TO 10**—item number from line 1 to line 10 **PRINT INBOX # FROM 2 TO 10**—item number from line 2 to line 10

Note: word **OUTBOX** can replace **INBOX** in all options listed above.

REPLY **R**	Lets user respond to the author of a received inbox message. **REPLY** **REPLY #**
STATUS **ST**	Produces index of mail items sent by the user. **STATUS** **STATUS (MAIL ITEM ID)** STATUS 001-1754A will give delivery status of item 001-1754A
SEND **S**	Lets user send outbox messages. **SEND** **SEND #**
/	May be used in the text or distribution parameter sections of a message. This will reutrn a ? prompt so a new command can be issued.
/LIST	May be used in the text or distribution parameter sections of a message. Will renumber all lines in multiples of 100 and print the message being created.
/END	Ends the text and distribution parameter sections of message being created.
YES **Y**	Valid response to **MAILWAY** question.
NO **N**	Valid response to **MAILWAY** question.